



Humboldt County

Occupational Outlook Report 2001-2003

Occupational Outlook Humboldt County Years: 2001 - 2003



Labor Market Information Division
[Http://www.calmis.ca.gov](http://www.calmis.ca.gov)

Sponsored by:
County of Humboldt
Department of Health and Human Services, Social Services Branch
Employment Training Division



State of California Employment Development Department
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<http://www.californiacareers.info>

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View the report online: <http://www.calmis.cahwnet.gov/htmlfile/ccois/orr.htm>

<p>Cover Photos Greg Hooper, Photographer</p>

Preface

This Occupational Outlook Report (OOR) is based on studies in which various occupations were selected for research; employer samples were developed; surveys were conducted; and the resulting data was tabulated, analyzed, and compared with additional sources of information. The final results are published in this report.

Training programs offered by adult schools, community colleges, regional occupational programs, private post secondary schools, and apprenticeships in Humboldt County are available for some of the occupations listed in this report and can be accessed at <http://www.soicc.ca.gov/ctep/>.

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Q: What is the Employment Training Division?

A:

The Employment Training Division (ETD) is a group of local professionals who specialize in employment training services. These services are currently federally funded through the Workforce Investment Act (WIA).

The purpose of the ETD is to help prepare adults and dislocated workers for entry into the labor force and to provide job training to individuals facing barriers to employment.

The ETD offers a wide variety of specialized training programs, whether you are an unemployed adult worker or have been laid off from a recent job. If you are looking for training leading to a rewarding career, the ETD can help you.

The ETD encourages non-traditional employment opportunities for women and men.

The Employment Training Division's programs will help you get the skills and experience employers want.

Programs Offered:

Occupational Skills (Classroom) Training

A program offered through contractual agreement with public and private agencies to provide training and job placement in a variety of vocations

On-the-Job Training

A program that provides incentives to employers for hiring and training employees through ETD

Re-employment Services

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closures or consolidations

ETD Advantages:

Clients Benefit

By receiving assistance in career counseling, job training, and placement, clients can develop more productive and financially-independent lives.

Employers Benefit

At no cost to employers, ETD provides:

- Pre-screening of applicants' skills and educational levels
- Specifically designed on-the-job occupational training
- Financial incentives for hiring WIA-eligible applicants

Community Benefits

ETD brings Humboldt County businesses, residents, and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

ETD is a proud partner of the Job Market, Humboldt County's One-Stop for employment, education, and training services. To obtain more information on these Humboldt County opportunities, contact the Job Market at (707) 445-6149, or stop by at 409 K Street, Eureka, California 95501. (ETD is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities. All services are subject to fund availability.)

◆ Employment Development Department

Job Services for Employers and Job Seekers

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or job seekers. In addition to traditional office-based services, EDD customers can go online to list a job, view current openings, or post a resume. For more information on CalJOBS, telephone (707) 445-6532, or online at <http://www.caljobs.ca.gov>.

Introduction

This Occupational Outlook Report has been prepared to provide the user with an appropriate beginning to explore the Humboldt County labor market. The information in this book was gathered from local employers, and accurately represents their responses to the extent possible. Please remember that not all employers agree to furnish information, and therefore, could not be included in this publication. Other unforeseen events, such as economic conditions, technology and legal decisions, also influence the labor market. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative). This report should be combined with other sources of occupational information before making important career decisions. Data for 2001, 2002, and 2003 are presented in this report. Data for 2003 was gathered between August 13, 2003 and December 19, 2003.

Possible Uses for This Report...

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand, assessments, and more.

Curriculum Design:

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Human Resource Management:

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides local planners and administrators with employment and training information, occupational size, and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.

Guide to Occupational Summaries 2003

Description of Occupation

Descriptions are taken from the Standard Occupational Classification (SOC) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. Ranges and median wages are those reported by surveyed employers. The skills and experience levels used in this report are defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along the lower bottom corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Supply and Demand

The following terms refer to the relative difficulty employers reported in locating qualified experienced and inexperienced applicants for the occupations surveyed:

Very Difficult: Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Moderately Difficult: Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Recruitment Methods

The most successful recruitment methods reported by responding employers are presented.

Size of Occupation

EDD Occupational Projections

The term used to describe the size of a particular occupation refers to its estimated number of workers in the County. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 77

Medium = 77 – 152

Large = 153 – 331

Very Large = 332 and above

Gender

Gender statistics are from the employer surveys and are presented as a percentage of the total number of employees reported by all of the responding employers for that occupation.

Guide to Occupational Summaries 2003

Employer Requirements

Education, Training and Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Required Skills

This section includes technical, physical, personal or basic skills preferred by employers.

The job qualifications and work skills information in this section should be interpreted with care. In many cases, the skills listed represent relatively general "skill areas" e.g., the "ability to communicate effectively." In such cases, the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skill and qualification needed for job entry should find these results useful in narrowing the focus of further inquiry.

Where the Jobs Are

Information in this section identifies industries providing sources of employment for each occupation. Information was compiled from occupational forecast tables provided by the EDD Labor Market Information Division and industries representative of firms surveyed.

Projections / Employment Trends

Employment levels over the next 24 months

Information projecting employment levels over the next two years was obtained from employer surveys. **Key Terms** are applied.

Occupational Forecast: 1999 - 2006

Projected Job Growth is an overview of decline, stability, or growth of job opportunities in relation to overall employment opportunities for the County. The following terms are applied to the occupational growth rates of this county:

Much faster than average = 1.50 times average or more

Faster than average = 1.10 to but not including 1.50
Average = 0.90 to but not including 1.10

Slower than average = Less than 0.90 but greater than 0

Remain Stable = Zero

Slow Decline = Less than zero

Other Information

Occupational Mobility

Information in this section is from employer surveys and describes a possible career path for workers in the occupation. **Key Terms** are applied. It should be kept in mind that the possibility of promotion and advancement varies considerably between employers.

Local Training Opportunities

When applicable, training programs offered within Humboldt County are listed. A directory of local schools, related to occupations contained in this publication, is located in the Local Training Facilities Guide in the back of this book. Only training providers included in the California Training and Education Providers (CTEP) database are listed.
www.soicc.ca.gov/ctep/

Automotive Body and Related Repairers

SOC Code: 49-3021

16 Employers Responding, 85 Jobs Represented

Description of Occupation

Repair and refinish automotive vehicle bodies and straighten vehicle frames.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	8.00	8.00
New hires, experienced	7.00	20.00	13.00
3+yrs experience with firm	9.00	21.00	16.13

Hours All employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 23 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	25%		25%			
Dental	25%		6%			
Vision	6%					
Life						
Sick Leave	6%		6%			
Vacation	63%		6%			
Retirement	13%		19%		6%	
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Walk-In 88%
- ♦ Employee Referrals 63%
- ♦ Newspaper Ads 44%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small, 50 employees
- ♦ **Gender** Male 100%, Female 0%

Automotive Body and Related Repairers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 50%
- ♦ High School or Equivalent 50%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	56%		44%
Prior Training Required	19%	63%	19%

Experience: Firms requiring experience prefer 28 months experience.

Training: Firms requiring training prefer 19 months training.

Required or Preferred Skills

I-CAR Training-related skills
Automotive technology
Organization
People skills
Communication
Critical Thinking
Spelling
Reading

Where the Jobs Are

Automotive repair shops
New and used car dealers
Used car dealers

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to decline or grow.

Projected Job Openings

Openings from Growth	0
Openings from Separations	10
Total Projected Openings	10

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Remain Stable

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Foreman, Journeyman, Frame Tech, Estimator and Manager.

Turnover

Vacancies during the last 12 months:	
Promotions	17%
Employees Leaving:	61%
New Positions:	22%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Automotive Service Technicians and Mechanics

SOC Code: 49-3023

16 Employers Responding, 84 Jobs Represented

Description of Occupation

Diagnose, adjust, repair or overhaul automotive vehicles.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	11.64	7.50
New hires, experienced	6.75	17.40	10.25
3+yrs experience with firm	10.50	22.00	16.00

Hours All employers report employment is full time, averaging 41 hours per week; few employers report part-time employment averaging 27 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%		44%			
Dental	31%		19%		6%	
Vision	6%		25%		6%	
Life	19%		19%		19%	
Sick Leave	31%		6%			
Vacation	88%		6%			
Retirement	13%		13%		13%	
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 75%
- ♦ Walk-In Applicants 63%
- ♦ Newspaper Ads 50%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

Occupational Size Very Large, 330-370 Employees

- ♦ **Gender** Male 96%, Female 4%

Automotive Service Technicians and Mechanics

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 19%
- ♦ High School or Equivalent 81%

	Yes	No	Preferred
Work Experience Required	63%	6%	31%
Prior Training Required	31%	38%	31%

Experience: Firms requiring experience prefer 24 months experience.

Training: Firms requiring training prefer 12 months training. ASE/GM training is encouraged.

Required or Preferred Skills

Organization
Mechanical knowledge
Automotive technical
People skills
Communication skills
Computer

Where the Jobs Are

Automotive repair shops
New and used car dealers
Auto and home supply stores
Local government offices, except hospitals and education
Used car dealers
Gasoline service stations

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect levels to grow.

Projected Job Openings

Openings from Growth	40
Openings from Separations	60
Total Projected Openings	100

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much faster than average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Master Technician, Specialized Mechanic, Journeyman Tech, Service Writing, Shop Foreman and Manager.

Turnover

Vacancies during the last 12 months:

Promotions	16%
Employees Leaving:	58%
New Positions:	21%
Temporary	5%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.

www.soicc.ca.gov/ctep/

Bakers

SOC Code: 51-3011

15 Employers Responding, 74 Jobs Represented

Description of Occupation

Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries or other baked goods.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	7.78	6.75
New hires, experienced	6.75	9.20	7.50
3+yrs experience with firm	6.75	14.00	9.50

Hours Most employers report employment is full-time, averaging 39 hours per week; most employers report part-time employment averaging 27 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			78%	22%		11%
Dental	11%		33%	22%	11%	11%
Vision	11%		33%	22%		11%
Life	11%		11%	11%	22%	22%
Sick Leave	44%	22%	11%			11%
Vacation	78%	33%				11%
Retirement	11%	11%	44%	22%		11%
Child Care						
Other	13%					

Other includes food discount.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Walk-In Applicants 80%
- ♦ Employee Referrals 73%
- ♦ In-House Promotions or Transfers 60%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

Occupational Size Medium, 120-130 Employees

- ♦ **Gender** Male 51%, Female 49%

Bakers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 60%
- ♦ High School or Equivalent 40%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	27%	33%	40%
Prior Training Required	7%	93%	

Experience: Firms requiring experience prefer 9 months experience.

Training: Firms requiring training prefer 3 months training.

Required or Preferred Skills

Knowledge of/skilled in use of kitchen equipment	
Knowledge of/skill in all aspects of a bakery.	
Computer skills	Customer service
Leadership	Communication
High quality of work	Accuracy
Follow recipes	Mental strength
Cheerfulness	Physical strength
Multi-tasking	Writing skills
Common sense	Speaking skills
Line & sauté skills	

Where the Jobs Are

Grocery stores
Retail bakeries
Eating and drinking places
Bakery products industries

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to grow or decline.

Projected Job Openings

Openings from Separation	10
Openings from Temporary	20
Total Projected Openings	30

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Faster than average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Higher-Level Baker, Line Chef, Cook, Kettle, Sauté Chef, Supervisor, Bakery Manager and Store Manager.

Turnover

Vacancies during the last 12 months:	
Promotions	4%
Employees Leaving	82%
Temporary	14%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Bus & Truck Mechanics & Diesel Engine Specialists

SOC Code: 49-3031

16 Employers Responding, 50 Jobs Represented

Description of Occupation

Diagnose, adjust, repair or overhaul trucks, buses and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Wages/Benefits: Non-Union Employers

Wages	Range	Median
New hires, experienced	12.00 15.00	14.00
3+yrs experience with firm	14.00 19.64	15.00

Wages/Benefits: Union Employers

Wages	Range	Median
New hires, experienced	11.76 14.24	12.47
3+yrs experience with firm	13.90 15.70	14.70

Hours All employers report employment is full-time, averaging 48 hours per week; few employers report part-time employment averaging 15 hours per week; few employers report seasonal employment averaging 50 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	56%		38%			
Dental	50%		31%			
Vision	44%		19%			
Life	13%		19%			
Sick Leave	31%					
Vacation	63%		13%			
Retirement	19%		44%		6%	
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 69%
- ♦ Newspaper Ads 63%
- ♦ Walk-In Applicants 50%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium, 100 employees
- ♦ **Gender** Male 100%, Female 0%

Bus & Truck Mechanics & Diesel Engine Specialists

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 88%
- ♦ Less Than High School 6%
- ♦ Associate Degree 6%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	81%		19%
Prior Training Required	31%	56%	13%

Experience: Firms requiring experience prefer 26 months experience.

Training: Firms requiring training prefer 14 months training.

Required or Preferred Skills

Mechanical skills
Engine electronics
Fabrication
Computer
Driving
Critical thinking
Leadership
Management

Where the Jobs Are

Trucking and courier services, except air
Elementary and secondary schools
Sawmills and planing mills
Logging
Sanitary services
Automotive repair shops

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; a few employers expect employment levels to grow or decline.

Projected Job Openings

Openings from Growth	0
Openings from Separation	20
Total Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Remain Stable

Other Information

Promotional Opportunities

Few employers provide promotional opportunities such as: Head Mechanic, Foreman, Shop Foreman, Supervisor, Truck Driver and Transportation

Turnover

Vacancies during the last 12 months:	
Employees Leaving	88%
Temporary	12%

Union Collective Bargaining

Some employers report that their employees are unionized.

Local Training Opportunities

College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Carpenters

SOC Code: 47-2031

16 Employers Responding, 130 Jobs Represented

Description of Occupation

Construct, erect, install or repair structures and fixtures made of wood, such as concrete forms; building frame-works, including partitions, joists, studding and rafters; wood stairways, window and door frames and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	14.11	9.50
New hires, experienced	9.00	15.00	13.75
3+yrs experience with firm	11.50	23.00	17.50

Hours All employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 25 hours per week; few employers report seasonal employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	6%		31%		6%	
Dental			6%			
Vision			6%			
Life	6%				6%	
Sick Leave			6%			
Vacation	25%		6%			
Retirement	13%	17%	13%			
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 88%
- ♦ Walk-In Applicants 69%
- ♦ In-House Promotions or Transfers 31%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 480-510 employees
- ♦ **Gender** Male 99%, Female 1%

Carpenters

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 44%
- ♦ Less Than High School 56%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	50%		50%
Prior Training Required	6%	81%	13%

Experience: Firms requiring experience prefer 24 months experience.

Training: Firms requiring training prefer 18 months training.

Required or Preferred Skills

Blueprint reading
Carpentry and construction
Total building knowledge
Scheduling
Plan reading
Overall job competence
Organization
Commitment
Communication
People skills
OSHA competence

Where the Jobs Are

Residential building construction companies
Non-residential building construction companies

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to grow; few employers expect employment levels to decline.

Projected Job Openings

Openings from Growth	30
Openings from Separation	90
Total Projected Openings	120

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Crew Leader, Lead Carpenter, Supervisor and Foreman

Turnover

Vacancies during the last 12 months:	
Promotions	3%
Employees Leaving	43%
New Positions	32%
Temporary	22%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

Northern Humboldt Union High School Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Counter and Rental Clerks

SOC Code: 41-2021

16 Employers Responding, 100 Jobs Represented

Description of Occupation

Receive orders for repairs, rentals and services. May describe available options, compute cost and accept payment.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	8.00	7.00
New hires, experienced	6.75	9.00	7.63
3+yrs experience with firm	7.00	12.50	8.88

Hours Almost all employers report employment is full-time, averaging 40 hours per week; most employers report part-time employment averaging 21 hours per week; few employers report temporary on-call employment averaging 17 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%		21%			
Dental			14%		7%	
Vision			7%			
Life	14%		14%			
Sick Leave	14%					
Vacation	64%	9%				
Retirement	7%		7%		7%	
Child Care						
Other	14%					

Other includes profit sharing and paid holidays.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 63%
- ♦ Walk-In Applicants 56%
- ♦ Newspaper Ads 50%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 200-230 employees
- ♦ **Gender** Male 47%, Female 53%

Counter and Rental Clerks

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 88%
- ♦ Less Than High School 6%
- ♦ Bachelor Degree 6%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required		38%	63%
Prior Training Required		88%	13%

Experience: Firms requiring experience prefer 8 months experience.

Training: Firms requiring training prefer 8 months training.

Required or Preferred Skills

Communication
People skills
Problem solving skills
Customer service
Sales/Marketing
Computer skills
Knowledge/Application of internal system
Team player
Self-motivated
Work independently
Handle stress

Where the Jobs Are

Video tape rental
Misc. amusement, recreation services
Automotive rentals, no drivers
Laundry, cleaning and garment services
Misc. equipment rental & leasing
Misc. shopping goods stores
Hardware stores

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	30
Openings from Separation	70
Total Projected Openings	100

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much faster than average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Trip Leader, Program Coordinator, Production, Shift Manager, Assistant Manager, Office Manager, Customer Service Manager and Manager.

Turnover

Vacancies during the last 12 months:

Promotions	6%
Employees Leaving	52%
New Positions	39%
Temporary	3%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

Northern Humboldt Union High School Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Dental Assistants

SOC Code: 31-9091

18 Employers Responding, 56 Jobs Represented

Description of Occupation

Assist dentist, set up patient and equipment and keep records.

Wages/Benefits

Wages	Range		Median
New hires, no experience	8.00	11.00	9.00
New hires, experienced	9.00	15.00	12.00
3+yrs experience with firm	12.00	18.00	15.00

Hours Many employers report employment is full-time, averaging 39 hours per week, based on 35 or more hours/week criteria; many employers report employment is full-time, averaging 32 hours/week based on under 35 hours/week criteria; some employers report part-time employment averaging 21 hours per week; few employers report temporary on-call employment averaging 7 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	39%		22%			
Dental	39%		28%	43%		
Vision	17%		11%			
Life	11%					
Sick Leave	78%	29%				
Vacation	94%	43%				
Retirement	56%	14%	28%			
Child Care						
Other	6%					

Other includes profit sharing.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 89%
- ♦ Employee Referrals 61%
- ♦ School, Program Referrals 50%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium, 150 employees
- ♦ **Gender** Male 2%, Female 98%

Dental Assistants

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 61%
- ♦ Associate Degree 39%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	33%	6%	61%
Prior Training Required	89%	6%	6%

Experience: Firms requiring experience prefer 15 months experience.

Training: Firms requiring training prefer 15 months training.

Required or Preferred Skills

Child behavior
Competency
Management
Computer skills
People skills
Communication
Manual dexterity
Flexibility
Understanding new procedures
Billing/Front desk

Where the Jobs Are

Offices of dentists
Offices and clinics of doctors of medicine

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow; few employers expect employment levels to decline.

Projected Job Openings

Openings from Growth	0
Openings from Separation	20
Total Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Remain Stable

Other Information

Promotional Opportunities

Few employers provide promotional opportunities such as: Patient Coordinator, Supervisor and Office Manager.

Turnover

Vacancies during the last 12 months:	
Employees Leaving	54%
New Positions	46%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Electricians

SOC Code: 47-2111

17 Employers Responding, 94 Jobs Represented

Description of Occupation

Install, maintain and repair electrical wiring, equipment and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems or electrical control systems.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	15.00	10.00
New hires, experienced	9.00	26.12	15.00
3+yrs experience with firm	14.50	26.37	18.66

Hours Almost all employers report employment is full-time, averaging 41 hours per week; few employers report part-time employment averaging 24 hours per week; some employers report temporary on-call employment averaging 24 hours per week.; few employers report seasonal employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		33%	50%		
Dental	13%		20%		7%	
Vision	13%		13%		7%	
Life	40%					
Sick Leave	13%				7%	
Vacation	40%					
Retirement	27%		27%	50%		
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 71%
- ♦ Walk-In Applicants 59%
- ♦ Newspaper Ads 35%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium, 120 employees
- ♦ **Gender** Male 97%, Female 3%

Electricians

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less than High School 29%
- ♦ High School or Equivalent 71%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	65%	6%	29%
Prior Training Required	35%	65%	

Experience: Firms requiring experience prefer 35 months experience.

Training: Firms requiring training prefer 39 months training.

Required or Preferred Skills

Quality of work
Operate and complete a job alone
Supervision
Material ordering
Math
Mechanical ability
Communication
Advanced computer technology
Knowledge of construction technology
Professionalism
Math

Where the Jobs Are

Electrical work
Sawmills and planing mills
Pulp mills
Misc. wood products
General building contractors, residential buildings
Plumbing, heating and air conditioning industries
Electrical repair shops

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	0
Openings from Separation	20
Total Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Remain Stable

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Head Electrician, Foreman, Estimator, Project Superintendent, Crew Leader and Maintenance Supervisor.

Turnover

Vacancies during the last 12 months:	
Employees Leaving	28%
New Positions	39%
Temporary	33%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code: 43-1011

15 Employers Responding, 59 Jobs Represented

Description of Occupation

Supervise and coordinate the activities of clerical and administrative support workers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	13.00	10.00
New hires, experienced	7.50	27.07	15.00
3+yrs experience with firm	8.50	28.90	17.05

Hours Almost all employers report employment is full-time, averaging 41 hours per week; few employers report part-time employment averaging 25 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	100%	50%			
Dental	50%	100%	14%		7%	
Vision	43%		7%		7%	
Life	57%	100%	14%		14%	
Sick Leave	79%					
Vacation	100%					
Retirement	21%	100%	50%		7%	
Child Care						
Other	21%				7%	

Other includes jury duty, funeral leave, disability insurance and employee assistance program.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ In-House Promotions or Transfers 67%
- ♦ Newspaper Ads 67%
- ♦ Employee Referrals 40%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 570-610 employees
- ♦ **Gender** Male 44%, Female 56%

First-Line Supervisors/Managers of Office and Administrative Support Workers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 60%
- ♦ Associate Degree 27%
- ♦ Bachelor Degree 13%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	87%	7%	7%
Prior Training Required	27%	60%	13%

Experience: Firms requiring experience prefer 29 months experience.

Training: Firms requiring training prefer 23 months training.

Required or Preferred Skills

Communication	Reliability
Organization	People skills
Technical knowledge	Public relations
Supervisory skills	Problem solving
Attitude	Management
Aptitude	Leadership

Where the Jobs Are

New and used car dealers
 Telephone communications
 Trucking and courier services
 Sanitary services
 Radio & television broadcasting stations
 Home furniture and furnishing stores
 Misc. shopping goods stores
 Credit unions
 Local government
 Colleges and universities
 Hospitals
 Savings institutions
 Accounting, auditing & bookkeeping
 Business associations
 Commercial banks

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	40
Openings from Separation	90
Total Projected Openings	130

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Direct Sales & Marketing, General Manager, Managers, Assistant Plant Manager, Operations Manager, Collections Manager, Area Director and Department Head.

Turnover

Vacancies during the last 12 months:	
Promotions	56%
Employees Leaving	44%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

First-Line Supervisors/Managers of Retail Sales Workers

SOC Code: 41-1011

16 Employers Responding, 110 Jobs Represented

Description of Occupation

Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting and personnel work, in addition to supervisory duties.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	8.50	7.00
New hires, experienced	6.75	16.00	12.04
3+yrs experience with firm	7.50	26.00	15.67

Hours Almost all employers report employment is full-time, averaging 40 hours per week; few employers report part-time employment averaging 25 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	33%		60%	33%		
Dental	13%		53%	33%		
Vision	27%		40%	33%		
Life	40%		20%		7%	
Sick Leave	80%	33%				
Vacation	87%	67%				
Retirement	7%		53%	33%	7%	
Child Care						
Other	20%	33%				

Other includes travel benefits, profit sharing and flexible scheduling.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 60%
- ♦ In-House Promotions or Transfers 47%
- ♦ Newspaper Ads 47%
- ♦ Walk-In Applicants 47%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 620-680 Employees
- ♦ **Gender** Male 53%, Female 47%

First-Line Supervisors/Managers of Retail Sales Workers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 6%
- ♦ High School or Equivalent 81%
- ♦ Associate Degree 13%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	75%	13%	13%
Prior Training Required	25%	75%	

Experience: Firms requiring experience prefer 26 months experience.

Training: Firms requiring training prefer 20 months training.

Required or Preferred Skills

Communication	Bookkeeping
People skills	Computer skills
Efficiency	Organization
Management	Business experience
Leadership	Finance experience
Multi-Tasking	Retail experience

Where the Jobs Are

Stores including grocery, department, misc. shopping goods, drug & proprietary, family clothing, hardware, misc. food, furniture and home furnishings, shoe, women's accessory & specialty, used merchandise, auto & home and paint, glass & wall-paper stores
 New & used car dealers
 Gasoline service stations
 Lumber & other building materials dealers
 Lumber and other construction materials
 Retail nurseries and garden supply stores
 Retail bakeries
 Beer, wine & distilled beverages
 Machinery, equipment & supplies
 Misc. non-durable goods

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to grow or decline.

Projected Job Openings

Openings from Growth	60
Openings from Separation	60
Total Projected Openings	120

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Faster Than Average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Controller, Division Supervisor, Store Manager, Department Supervisor, General Sales Manager, General Manager, District Manager, Loss Prevention and Human Resources.

Turnover

Vacancies during the last 12 months:

Promotions	76%
Employees Leaving	22%
New Positions	2%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

Northern Humboldt Union High School Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Insurance Sales Agents

SOC Code: 41-3021

16 Employers Responding, 61 Jobs Represented

Description of Occupation

Sell life, property, casualty, health, automotive or other types of insurance. May refer clients to independent brokers, work as independent broker or be employed by an insurance company.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.90	10.23	7.73
New hires, experienced	6.90	12.96	10.36
3+yrs experience with firm	10.08	17.26	13.62

Hours Almost all employers report employment is full-time averaging, 39 hours per week, based on 35 or more hours/week criteria; few employers report employment is full-time, averaging 30 hours per week, based on under 35 hours/week criteria; some employers report employment is part-time, averaging 24 hours per week; few employers report employment is temporary on-call, averaging 15 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	25%	25%			
Dental	19%		13%		6%	25%
Vision	6%		6%			
Life	31%		19%		6%	25%
Sick Leave	88%	25%	6%			
Vacation	88%	25%	6%			
Retirement	56%	25%	25%			
Child Care						
Other	6%					

Other includes personal days off and flexible scheduling.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ◆ Employee Referrals 88%
- ◆ Newspaper Ads 56%
- ◆ In-House Promotions or Transfers 50%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Small, 70-80 Employees
- ◆ **Gender** Male 38%, Female 62%

Insurance Sales Agents

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less than High School 6%
- ♦ High School or Equivalent 94%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	44%	6%	50%
Prior Training Required	50%	44%	6%

Experience: Firms requiring experience prefer 15 months experience.

Training: Firms requiring training prefer 4 months training.

Required or Preferred Skills

Public relations
 Communication
 People skills
 Math
 Organization
 Sales and marketing
 Cross sales
 Accuracy
 Computer skills
 Consistency
 Attention to detail
 Dependable

Where the Jobs Are

Fire, marine and casualty insurance
 Insurance agents, brokers & service
 Life insurance
 Title insurance

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	10
Openings from Separation	10
Total Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much Faster Than Average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: higher level customer service, Life Specialist, Office/Dept. Manager, Broker and Agent.

Turnover

Vacancies during the last 12 months:	
Employees Leaving	50%
New Positions	50%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Janitors and Cleaners, Except Maids and Housekeeping Cleaners

SOC Code: 37-2011

16 Employers Responding, 94 Jobs Represented

Description of Occupation

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and cleaning snow or debris from sidewalk.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	8.28	7.25
New hires, experienced	6.75	8.28	7.50
3+yrs experience with firm	7.00	12.00	8.50

Hours Many employers report employment is full-time, averaging 40 hours per week, based on 35 or more hours/week criteria; few employers report employment is full-time, averaging 32 hours per week, based on under 35 hours/week criteria; most employers report employment is part-time, averaging 25 hours per week; few employers report employment is temporary on-call, averaging 34 hours per week; few employers report employment is seasonal, averaging 35 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	11%		44%	18%		9%
Dental	11%		33%	18%		
Vision	11%		22%	18%		
Life	11%				11%	18%
Sick Leave	33%	36%	11%			
Vacation	56%	45%			11%	9%
Retirement	33%	9%		9%		9%
Child Care						
Other		9%				9%

Other includes employee assistance and medical spending programs.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 63%
- ♦ Newspaper Ads 50%
- ♦ Walk-In Applicants 50%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 790-800 Employees
- ♦ **Gender** Male 64%, Female 36%

Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less than High School 56%
- ♦ High School or Equivalent 44%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	6%	56%	38%
Prior Training Required		100%	

Experience: Firms requiring experience prefer 7 months experience.

Training: No prior training is required.

Required or Preferred Skills

General ability	Self motivated
Good attendance	Ambitious
Social skills	Organized
Initiative	Reliable
Dependable	Flexibility
Skilled in the job	Multi-tasking
Manual dexterity	Communication

Where the Jobs Are

Elementary & secondary schools, colleges and universities, services to buildings, hotels and motels, eating and drinking places, sawmills and planing mills, misc. amusement, recreation services, hospitals, offices of physicians, laundry, cleaning & garment services, local government, grocery stores, camps and recreational vehicle parks, misc. business services.

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	10
Openings from Separation	120
Total Projected Openings	130

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Slower Than Average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Fork Lift Driver, Palletizer, Stackers, Baker, Production Worker, Department Manager, Server, Front Desk, Supervisor, Projectionists, Lead Tech and Maintenance.

Turnover

Vacancies during the last 12 months:	
Promotions	7%
Employees Leaving	50%
New Positions	18%
Temporary	25%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Medical Assistants

SOC Code: 31-9092

17 Employers Responding, 198 Jobs Represented

Description of Occupation

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by physician.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	9.00	8.63
New hires, experienced	7.25	12.00	10.00
3+yrs experience with firm	8.50	13.00	11.03

Hours Almost all employers report employment is full-time, averaging 40 hours per week, based on 35 or more hours/week criteria; few employers report employment is full-time, averaging 32 hours per week, based on under 35 hours/week criteria; many employers report employment is part-time, averaging 26 hours per week; few employers report employment is temporary on-call, averaging 8 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	59%	22%	35%	33%		
Dental	24%	11%	18%	11%		11%
Vision	18%	11%	12%			11%
Life	53%	11%	18%	11%		
Sick Leave	76%	33%	12%	11%		
Vacation	82%	44%	6%	11%		
Retirement	47%	22%	35%	22%	6%	
Child Care						
Other	18%	11%				

Other includes paid time off (PTO) and health club membership

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 82%
- ♦ Employee Referrals 76%
- ♦ In-House Promotions or Transfers 35%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 150-170 Employees
- ♦ **Gender** Male 3%, Female 97%

Medical Assistants

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less than High School 6%
- ♦ High School or Equivalent 94%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	29%	6%	65%
Prior Training Required	41%	24%	35%

Experience: Firms requiring experience prefer 11 months experience.

Training: Firms requiring training prefer 9 months training.

Required or Preferred Skills

Computer skills	People skills
Initiative	Communication
Nursing	Flexibility
Clinical	Accountability
Coding	Accuracy
Medical terminology	Accounting
Human Resources skills	Good judgment
Skills from extended education	Organization

Where the Jobs Are

Offices of physicians
Offices & clinics of other health practitioners
Hospitals
Misc. health & allied services

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	20
Openings from Separation	30
Total Projected Openings	50

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much Faster Than Average

Other Information

Promotional Opportunities

Some employers provide promotional opportunities such as: Office Manager, Clinical Coordinator, RN, LVN, Supervisor, Manager and Center Manager.

Turnover

Vacancies during the last 12 months:	
Promotions	8%
Employees Leaving	71%
New Positions	18%
Temporary	3%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed. www.soicc.ca.gov/ctep/

Parts Salespersons

SOC Code: 41-2022

16 Employers Responding, 56 Jobs Represented

Description of Occupation

Sell spare and replacement parts and equipment in repair shop or parts store.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	9.50	8.00
New hires, experienced	7.67	10.50	9.00
3+yrs experience with firm	8.15	15.50	12.00

Hours Almost all employers report employment is full-time, averaging 42 hours per week; some employers report employment is part-time, averaging 26 hours per week; few employers report employment is temporary on-call, averaging 7 hours per week; few employers report employment is seasonal, averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	43%		21%		7%	
Dental	14%		14%		14%	
Vision	7%		7%		21%	
Life	14%		7%		21%	
Sick Leave	21%					
Vacation	86%	25%	7%			
Retirement	14%		29%	25%		
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Walk-In Applicants 69%
- ♦ Newspaper Ads 50%
- ♦ Employee Referrals 44%
- ♦ In-House Promotions or Transfers 44%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium, 100 Employees
- ♦ **Gender** Male 88, Female 13%

Parts Salespersons

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less than High School 31%
- ♦ High School or Equivalent 69%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	44%	13%	44%
Prior Training Required	6%	81%	13%

Experience: Firms requiring experience prefer 20 months experience.

Training: Firms requiring training prefer 8 months training.

Required or Preferred Skills

Customer service	Scheduling
Communication	Delegating
People skills	Product knowledge
Leadership	Motivation
Business literacy	Organization
Computer skills	Follow through
Automotive	Equipment skills
Sales	Reliability
Job knowledge	Parts knowledge

Where the Jobs Are

Auto and home supply stores
New and used car dealers
Machinery, equipment & supplies
Motor vehicles, parts and supplies
Boat dealers
Motorcycle dealers

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	0
Openings from Separation	20
Total Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Remain Stable

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Lead Person, Manager, Assistant Manager, Sr. Counter Person, Sales Manager, General Manager, Parts Manager and Equipment Sales.

Turnover

Vacancies during the last 12 months:	
Employees Leaving	64%
New Positions	18%
Temporary	18%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

Northern Humboldt Union High School Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Police and Sheriff's Patrol Officers

SOC Code: 33-3051

8 Employers Responding, 179 Jobs Represented

Description of Occupation

Maintain order, enforce laws and ordinances and protect life and property in an assigned patrol district. Perform a combination of the following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects or serve legal processes of courts.

Wages/Benefits: Non-Union

Wages	Range	Median
New hires, no experience	11.00 11.25	11.13
New hires, experienced	11.00 11.75	11.38
3+yrs experience with firm	12.27 13.00	12.64

Wages/Benefits: Union

Wages	Range	Median
New hires, no experience	10.92 18.99	15.22
New hires, experienced	13.02 19.95	16.47
3+yrs experience with firm	14.36 28.77	19.53

Hours All employers report employment is full-time, averaging 40 hours per week; some employers report employment is temporary on-call, averaging 24 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%		50%			
Dental	63%		38%			
Vision	63%		38%			
Life	50%		13%		25%	
Sick Leave	100%					
Vacation	100%					
Retirement	38%		38%		13%	
Child Care						
Other	13%					

Other includes deferred compensation

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 63%
- ♦ School, Program Referrals 63%
- ♦ Walk-In Applicants 63%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 220-280 Employees
- ♦ **Gender** Male 89, Female 11%

Police and Sheriff's Patrol Officers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	13%	50%	38%
Prior Training Required	88%	13%	

Experience: Firms requiring experience prefer 7 months experience.

Training: Firms requiring training prefer 6 months training.

Required or Preferred Skills

Communication
Leadership
Dependability
Skills obtained from additional education
Skills obtained from on-the-job experience
Good judgment
Problem solving
Physical ability
Management
Supervisory
Administrative

Where the Jobs Are

State government
Local government

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to decline.

Projected Job Openings

Openings from Growth	60
Openings from Separation	30
Total Projected Openings	90

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much Faster Than Average

Other Information

Promotional Opportunities

All employers provide promotional opportunities such as: Corporal, Sergeant, Lieutenant, Captain and Chief of Police

Turnover

Vacancies during the last 12 months:

Promotions	13%
Employees Leaving	60%
New Positions	10%
Temporary	17%

Union Collective Bargaining

Most employers report that their employees are unionized.

Local Training Opportunities

College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Police, Fire and Ambulance Dispatchers

SOC Code: 43-5031

5 Employers Responding, 40 Jobs Represented

Description of Occupation

Receive complaints from the public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Wages/Benefits: Union

Wages	Range		Median
New hires, no experience	11.20	15.42	12.47
New hires, experienced	11.20	15.42	13.28
3+yrs experience with firm	13.62	18.74	14.67

Hours All employers report employment is full-time, averaging 45 hours per week; some employers report employment is part-time, averaging 20 hours per week; some employers report employment is temporary on-call, averaging 24 hours per week; some employers report employment is seasonal, averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		60%			
Dental	40%		60%			
Vision	60%		40%			
Life	60%		20%			
Sick Leave	100%					
Vacation	100%					
Retirement	80%		20%			
Child Care						
Other	20%					

Other includes deferred compensation

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 80%
- ♦ Employee Referrals 60%
- ♦ In-House Promotion or Transfer 40%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small, 30-40 Employees
- ♦ **Gender** Male 18% Female 83%

Police, Fire and Ambulance Dispatchers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	20%	40%	40%
Prior Training Required	20%	60%	20%

Experience: Firms requiring experience prefer 30 months experience.

Training: Firms requiring training prefer 4 months training.

Required or Preferred Skills

Multi-tasking
Remain calm and focused under stress
Decisive
Communication skills
Leadership
Dependability
Fire control skills
Personnel management
Computer skills
Reading and comprehension

Where the Jobs Are

State government
Local government

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	10
Openings from Separation	0
Total Projected Openings	10

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much Faster Than Average

Other Information

Promotional Opportunities

All employers provide promotional opportunities such as: Sr. Communications Dispatcher; Dispatch Supervisor, Police Officer; Battalion Chief and Manager.

Turnover

Vacancies during the last 12 months:	
Promotions	11%
Employees Leaving	67%
New Positions	11%
Temporary	11%

Union Collective Bargaining

All employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Receptionists and Information Clerks

SOC Code: 43-4171

18 Employers Responding, 86 Jobs Represented

Description of Occupation

Answer inquiries and obtain information for general public, customers, visitors and other interested parties. Provide information regarding activities conducted at establishment, location of departments, offices and employees within organization.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	10.00	8.16
New hires, experienced	8.00	11.30	9.11
3+yrs experience with firm	9.00	13.00	10.50

Hours Almost all employers report employment is full-time, averaging 40 hours per week, based on 35 or more hours/week criteria; few employers report employment is full-time, averaging 32 hours per week, based on under 35 hours/week criteria; some employers report employment is part-time, averaging 26 hours per week; few employers report employment is temporary on-call, averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	24%	14%	65%			
Dental	24%	14%	29%		6%	
Vision	6%	14%	18%			
Life	41%	14%	6%			
Sick Leave	82%	29%				
Vacation	88%	43%				
Retirement	41%	14%	41%	14%		
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 82%
- ♦ Employee Referrals 71%
- ♦ Walk-In Applicants 47%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 460-500 Employees
- ♦ **Gender** Male 5% Female 95%

Receptionists and Information Clerks

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 11%
- ♦ High School or Equivalent 89%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	39%	17%	44%
Prior Training Required	22%	67%	11%

Experience: Firms requiring experience prefer 9 months experience.

Training: Firms requiring training prefer 8 months training.

Required or Preferred Skills

Computer skills	Flexibility
Customer service	Productivity
Public relations	Attention to detail
Telephone	Rapid keyboarding speed
Multi-tasking	Troubleshooting skills
Sales	Medical terminology
Accounting	People skills

Where the Jobs Are

Offices of physicians, dentists & other health practitioners, hospitals, veterinary hospitals, elementary & secondary schools, local government, real estate agents & managers, trusts, beauty shops, management & public relations, job training & related services, legal services, individual & family services, insurance agents, brokers & service, travel agencies, misc. durable goods, commercial banks & nursing & personal care facilities.

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	40
Openings from Separation	70
Total Projected Openings	110

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Faster Than Average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Veterinary Technician, Sales, HR Clerk, Customer Service Rep, Accounts Receivable/Payable, Spa Director, Medical Assistant, Supervisor, Maintenance Coordinator, Manager, Transcriptionist, Billing and Medical Records.

Turnover

Vacancies during the last 12 months:

Promotions	4%
Employees Leaving	89%
New Positions	7%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

College of the Redwoods
Eureka City Schools Adult Education
Northern Humboldt Union High School Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Security Guards

SOC Code: 33-9032

7 Employers Responding, 238 Jobs Represented

Description of Occupation

Guard, patrol or monitor premises to prevent theft, violence or infractions of rules.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	8.00	7.38
New hires, experienced	7.00	8.25	7.50
3+yrs experience with firm	7.54	9.50	8.00

Hours Most employers report employment is full-time, averaging 40 hours per week; many employers report employment is part-time, averaging 27 hours per week; many employers report employment is temporary on-call, averaging 21 hours per week; few employers report employment is seasonal, averaging 35 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			60%			
Dental			40%		20%	
Vision			40%		20%	
Life	20%		40%			
Sick Leave	40%					
Vacation	60%	50%	20%			
Retirement	40%	50%	20%	25%	20%	
Child Care						
Other			25%	33%		

Other includes 401K.

Supply and Demand

Difficulty in Finding Applicants

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 57%
- ♦ Employee Referrals 57%
- ♦ EDD 57%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 470-480 employees
- ♦ **Gender** Male 76% Female 24%

Security Guards

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 14%
- ♦ High School or Equivalent 86%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required		71%	29%
Prior Training Required	14%	86%	

Experience: Firms requiring experience prefer 9 months experience.

Training: Firms requiring training prefer 1 month training.

Required or Preferred Skills

Initiative
People skills
Stress Coping
First Aid/CPR
Listening
Communication
Leadership
Management

Where the Jobs Are

Misc. business services
Elementary and secondary schools
Misc. amusement and recreation services
Department stores
Camps and recreational vehicle parks

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few employers expect employment levels to grow.

Projected Job Openings

Openings from Growth	10
Openings from Separation	80
Total Projected Openings	90

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Slower than average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Sergeant, Lieutenant, Supervisor, Field Supervisor, Supervisor of Guards, Commission Sales and Director.

Turnover

Vacancies during the last 12 months:	
Promotions	2%
Employees Leaving	51%
Temporary	47%

Union Collective Bargaining

No employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Social and Human Service Assistants

SOC Code: 21-1093

16 Employers Responding, 340 Jobs Represented

Description of Occupation

Assist professionals from a wide variety of fields, such as psychology, rehabilitation or social work, to provide client services, as well as support for families. May assist clients in identifying available benefits and social and community services and help clients obtain them. May assist social workers with developing, organizing and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation or adult daycare.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	13.16	10.00
New hires, experienced	7.36	13.18	9.50
3+yrs experience with firm	7.61	17.00	11.25

Hours All employers report employment is full-time, averaging 39 hours per week; many employers report employment is part-time, averaging 17 hours per week; few employers report employment is temporary on-call, averaging 15 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%		56%	43%		
Dental	44%		19%	29%	6%	
Vision	44%		13%	29%	6%	
Life	50%	14%	6%	14%		
Sick Leave	88%	43%	6%	14%		
Vacation	94%	43%	6%	14%		
Retirement	13%	14%	31%		13%	14%
Child Care						
Other	6%					

Other includes personal days off.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 88%
- ♦ In-House Promotions or Transfers 56%
- ♦ Employee Referrals 50%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 170-240 Employees
- ♦ **Gender** Male 23% Female 77%

Social and Human Service Assistants

Employer Requirements

Minimum Level of Education Required by Responding Employers

♦ Less Than High School	13%
♦ High School or Equivalent	44%
♦ Associate Degree	6%
♦ Bachelor Degree	31%
♦ Graduate Study	6%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	50%		50%
Prior Training Required	25%	69%	6%

Experience: Firms requiring experience prefer 15 months experience.

Training: Firms requiring training prefer 10 months training.

Required or Preferred Skills

People skills
Client interaction skills
Case management skills
Desire and motivation
Social services certification
Alcohol/Other drugs counseling
Child development
Nursing
Certified Nurse Aide
Leadership
Mental health counseling
Supervisory skills
Good judgment

Where the Jobs Are

Local government
Individual and family services
Residential care
Social services
Nursing and personal care facilities

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to grow; few employers expect employment levels to decline.

Projected Job Openings

Openings from Growth	70
Openings from Separation	40
Total Projected Openings	110

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much Faster than Average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Manager, Program Manager, Med Aide, Social Worker, Activity Coordinator, Supervisor, Recovery Resource Specialist, Substance Abuse Counselor, Assistant Program Director, Lead Trainer and Sr. Case Manager

Turnover

Vacancies during the last 12 months:

Promotions	14%
Employees Leaving	51%
New Positions	13%
Temporary	23%

Union Collective Bargaining

Few employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Teacher Assistants

SOC Code: 25-9041

15 Employers Responding, 339 Jobs Represented

Description of Occupation

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.

Wages/Benefits: Non-Union

Wages	Range		Median
New hires, no experience	6.75	8.00	7.05
New hires, experienced	7.00	8.68	7.50
3+yrs experience with firm	7.43	9.00	8.22

Wages/Benefits: Union

Wages	Range		Median
New hires, no experience	8.31	11.59	9.58
New hires, experienced	8.31	12.78	9.58
3+yrs experience with firm	9.16	14.79	10.47

Hours Few employers report employment is full-time, averaging 35 hours per week, based on 35 or more hours/week criteria; few employers report employment is full-time, averaging 30 hours/week, based on under 35 hours/week criteria; almost all employers report employment is part-time, averaging 19 hours per week; few employers report employment is temporary on-call, averaging 11 hours per week; few employers report employment is seasonal, averaging 18 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	75%	7%	25%	14%		
Dental	50%	7%	25%	14%		
Vision	50%	14%	25%	14%		
Life			25%			
Sick Leave	75%	43%				
Vacation	75%	43%		7%		
Retirement			50%	29%		
Child Care						
Other						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 87%
- ♦ In-House Promotions or Transfers 40%
- ♦ Employee Referrals 40%
- ♦ Walk-In Applicants 40%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size:** Very Large, 690-810 Employees
- ♦ **Gender** Male 11% Female 89%

Teacher Assistants

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 47%
- ♦ Associate Degree 47%
- ♦ Bachelor Degree 7%

Work Experience and Training

	Yes	No	
Work Experience Required	13%	33%	53%
Prior Training Required	7%	93%	

Experience: Firms requiring experience prefer 13 months experience.

Training: Firms requiring training prefer 24 months training.

Required or Preferred Skills

Computer and computer software skills
 Clerical
 Early Childhood Education units
 Dependable
 People skills
 Supervisory
 Administrative
 Able to get teaching credential
 Curriculum planning
 Child development skills

Where the Jobs Are

Elementary and secondary schools
 Child day care services

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect employment levels to decline.

Projected Job Openings

Openings from Growth	120
Openings from Separation	60
Total Projected Openings	180

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth: Much Faster than Average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Library Tech, Office Assistant, Secretary, Associate Teacher and Teacher.

Turnover

Vacancies during the last 12 months:

Promotions	8%
Employees Leaving	77%
Temporary	16%

Union Collective Bargaining

Many employers report that their employees are unionized.

Local Training Opportunities

Eureka City Schools Adult Education
 Humboldt County Regional Occupation Program
 Northern Humboldt Union High School Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Guide to Occupational Summaries 2002

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The skills and experience levels used in this report are defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along the lower bottom corner of the page for corresponding percentage value of the terms **All, Almost All, Most, Many, Some, and Few** used throughout this section and others.

Supply and Demand

The following terms refer to the relative difficulty employers reported in locating qualified experienced and inexperienced applicants for the occupations surveyed:

Very Difficult: Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Moderately Difficult: Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Recruitment Methods

The most successful recruitment methods reported by responding employers are presented.

Size of Occupation

EDD Occupational Projections

The term used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 76

Medium = 76– 151

Large = 152 – 328

Very Large = 329 and above

Gender

Gender statistics are from the employer surveys and are presented as a percentage of the total number of employees reported by all of the responding employers for that occupation.

Key Terms: *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

Guide to Occupational Summaries 2002

Employer Requirements

Education, Training and Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

Required Skills

This section includes technical, physical, personal or basic skills preferred by employers. In addition to the skill data provided by the surveyed employers, information was compiled from occupational skill tables provided by LMID and the O*NET™ 3.0, U.S. Department of Labor, Employment and Training Administration.

The job qualifications and work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively general "skill areas" e.g., the "ability to communicate effectively." In such cases the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skill and qualification needed for job entry should find these results useful in narrowing the focus of further inquiry.

Where the Jobs Are

Information in this section identifies industries providing sources of employment for each occupation. Information was compiled from occupational forecast tables provided by the EDD Labor Market Information Division and industries representative of firms surveyed.

Projections / Employment Trends

Employment levels over the next 24 months

Information projecting employment levels over the next two years was obtained from employer surveys. **Key Terms** are applied.

Occupational Forecast: 1999 - 2006

Projected Job Growth is an overview of decline, stability, or growth of job opportunities in relation to overall employment opportunities for the County. The following terms are applied to the occupational growth rates of this county:

Much faster than average = 1.50 times average or more

Faster than average = 1.10 to but not including 1.50
Average = 0.90 to but not including 1.10

Slower than average = Less than 0.90 but greater than 0

Remain Stable = Zero

Slow Decline = Less than zero

Other Information

Occupational Mobility

Information in this section is from employer surveys and describes the possible career path for workers in the occupation. **Key Terms** are applied. It should be kept in mind that the possibility of promotion and advancement varies considerably between employers.

Local Training Opportunities

When applicable, training programs offered within Humboldt County are listed. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Guide in the back of this book.

Amusement & Recreation Attendants

OES Code: 680140

6 Employers Responding, 35 Jobs Represented

Description of Occupation

Perform a variety of duties at amusement or recreation facilities. Schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers and operate carnival rides and amusement concessions.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	7.00	6.88
New hires, experienced	6.75	9.00	7.00
3+yrs experience with firm	8.00	17.02	8.50

Hours Many employers report employment is full-time, averaging 40 hours per week; many employers report part-time, employment averaging 25 hours per week; few employers report seasonal employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	33%					
Dental	17%					
Vision	17%					
Life						
Sick Leave	17%					
Vacation	17%					
Retirement						
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Community Referrals 67%
- ♦ Employee Referrals 67%
- ♦ Walk-In 67%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 210-240 employees
- ♦ **Gender** Male 80%, Female 20%

Amusement & Recreation Attendants

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 33%
- ♦ High School or Equivalent 67%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	33%	33%	33%
Prior Training Required	33%	50%	17%

Experience: Firms requiring experience prefer 17 months experience.

Training: Firms requiring training prefer 8 months training.

Required or Preferred Skills

Ability to speak effectively
 Service oriented
 Social awareness
 Mathematics
 Ability to use spreadsheet software
 Ability to use word processing software
 Ability to use desktop publishing software

Where the Jobs Are

Misc. amusement and recreation services

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Projected Job Openings

Openings from Growth	30
Openings from Separations	30
Projected Openings	60

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Secretary and Management.

Turnover

Responding employers stated that the rate of turnover for this occupation was 11.4%.

Union Collective Bargaining

None of the employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Correctional Officers and Jailers

OES Code: 630170

1 Employer Responding, 85 Jobs Represented

Description of Occupation

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison or other points, traveling by automobile or public transportation, and may be designated deputy guard. Includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

Wages/Benefits

Union Wages	Range		Median
New hires, no experience	12.53	12.53	12.53
New hires, experienced	13.84	13.84	13.84
3+yrs experience with firm	15.29	15.29	15.29

Hours All employers report employment is full-time, averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			100%			
Dental	100%					
Vision	100%					
Life	100%					
Sick Leave	100%					
Vacation	100%					
Retirement	100%					
Child Care						

* Deferred Compensation is offered.

Supply and Demand

Difficulty in Finding Applicants

Experienced: There is no data available for this category.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ◆ Newspaper Ads 100%
- ◆ Employee Referrals 100%
- ◆ Outreach 100%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ◆ **Occupational Size** Medium, 100 employees
- ◆ **Gender** Male 79%, Female 21%

Correctional Officers and Jailers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	0%	100%	0%
Prior Training Required	0%	100%	0%

Experience: No prior experience is required.

Training: No prior training is required.

* Peace Officers Standards and Training (POST) is required.

Required or Preferred Skills

Ability to write effectively
Ability to pass a physical performance test
Understanding of a variety of cultures
Ability to handle a crisis situation
Mathematic skills
Ability to read and follow instructions
Ability to use word processing software
Ability to use database software

Where the Jobs Are

Local government, except hospital and education

Projections

Employer Projections

All employers expect employment levels to remain stable over the next 24 months.

Projected Job Openings

Openings from Growth	0
Openings from Separations	20
Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Promotional Opportunities

All employers provide promotional opportunities such as: Sr. Correctional Officer and Supervising Correctional Officer.

Turnover

Responding employers stated that the rate of turnover for this occupation was 10.7%.

Union Collective Bargaining

All of the employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Customer Service Representatives-Utilities

OES Code: 553350

12 Employers Responding, 29 Jobs Represented

Description of Occupation

Interview applicants for water, gas, electric or telephone service. Talk with customers by phone or in person and receive orders for installation, turn-on, discontinuance or change in services.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	9.59	8.50
New hires, experienced	6.75	16.11	10.28
3+yrs experience with firm	8.00	17.76	12.52

Hours Most employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 22 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	25%	8%	25%	8%		
Dental	25%	8%	17%	8%		
Vision	17%		8%			
Life	25%		8%	8%		
Sick Leave	50%	33%				
Vacation	50%	33%				
Retirement	25%	8%	17%	8%		
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 73%
- ♦ Other-Word of Mouth, etc... 64%
- ♦ Employee Referrals 55%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small, 30-40 employees
- ♦ **Gender** Male 14%, Female 86%

Customer Service Representatives-Utilities

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 92%
- ♦ Associate Degree 8%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	42%	25%	33%
Prior Training Required	8%	92%	0%

Experience: Firms requiring experience prefer 15 months experience.

Training: Firms requiring training prefer 12 months training.

Required or Preferred Skills

Telephone answering and sales skills
Ability to write effectively
Record keeping skills
Ability to operate 10-key
Ability to sit continuously for 2 or more hours
Public contact skills
Ability to work independently
Diplomacy
Basic math skills
Oral communication skills
Ability to use desktop publishing software
Ability to use spreadsheet software
Ability to use word processing software
Ability to use database software

Where the Jobs Are

Telephone communications
Combination utility services
Motor vehicle, parts and supplies

Projections

Employer Projections

All employers expect employment levels to remain stable over the next 24 months.

Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Customer Service Rep. II, Customer Service Rep. III, General Manager or Supervisor.

Turnover

Responding employers stated that the rate of turnover for this occupation was 7.1%.

Union Collective Bargaining

None of the employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Northern Humboldt Union High School

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Dental Hygienists

OES Code: 329080

16 Employers Responding, 30 Jobs Represented

Description of Occupation

Perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Wages/Benefits

Wages	Range	Median
New hires, no experience	18.00 40.00	31.25
New hires, experienced	11.66 46.88	33.63
3+yrs experience with	12.50 56.25	37.50

Other Compensation Few employers offer bonuses.

Hours Most employers report employment is part-time, averaging 19 hours per week; many employers report full-time employment averaging 32 to 37 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	6%	6%	19%	6%		
Dental	13%	31%	19%	19%		
Vision	6%	6%				
Life						
Sick Leave	25%	50%				
Vacation	38%	50%				
Retirement	25%	19%	13%			
Child Care						

*Few employers provide other benefits such as assistance with further education and a cafeteria plan for kids.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 75%
- ♦ Word Of Mouth 44%
- ♦ Walk-In 38%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Medium, 100 employees
- ♦ **Gender** Male 21%, Female 79%

Dental Hygienists

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Associate Degree 63%
- ♦ Bachelor Degree 38%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	38%	56%	6%
Prior Training Required	100%	0%	0%

Experience: Firms in this occupation prefer 16 months experience.

Training: Firms requiring training prefer 26 months training.

* All employers require their Dental Hygienists to be licensed.

Required or Preferred Skills

Reading comprehension
Good communication skills
Good judgment and decision making
Critical thinking skills
Active listening and learning
Service oriented
Knowledge of dental software

Where the Jobs Are

Offices and clinics of dentists.

Projections

Employer Projections

Most employers expect employment levels to grow over the next 24 months; few expect levels to remain stable or decline.

Projected Job Openings

Openings from Growth	0
Openings from Separations	20
Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Promotional Opportunities

Few employers provide promotional opportunities. There are no titles with these promotions.

Turnover

Responding employers stated that the rate of turnover for this occupation was 17.9%.

Union Collective Bargaining

None of the employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Elementary School Teachers

OES Code: 313050

16 Employers Responding, 467 Jobs Represented

Description of Occupation

Teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include Special Education teachers who teach only handicapped pupils.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	10.79	18.63	15.21
New hires, experienced	10.79	18.66	16.99
3+yrs experience with firm	13.46	19.73	17.53
Union Wages	Range		Median
New hires, no experience	13.49	21.10	18.63
New hires, experienced	15.01	22.77	19.93
3+yrs experience with firm	16.81	25.77	20.48

Hours Many employers report employment is full-time, averaging 32 to 37 hours per week; some employers report part-time employment averaging 25 hours per week. Some employers report temporary on-call employment averaging 11 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	63%	25%	19%	50%		
Dental	69%	25%	6%	44%		
Vision	69%	25%	6%	44%		
Life	19%			6%		
Sick Leave	81%	75%				
Vacation	19%	6%				
Retirement	19%	13%	50%	50%		
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 100%
- ♦ Other-Word of mouth, HCOE 38%
- ♦ Colleges/Universities 31%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 960 employ-
- ♦ **Gender** Male 20%, Female 80%

Elementary School Teachers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Bachelor Degree 69%
- ♦ Graduate Study 31%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	6%	50%	44%
Prior Training Required	56%	44%	0%

Experience: Firms requiring experience prefer 14 months experience.

Training: Firms requiring training prefer 23 months training.

* Most employers require a teaching credential.

Required or Preferred Skills

Speaking skills
Reading comprehension
Good listener
Writing skills
Social perceptiveness
Monitoring skills
Critical Thinking skills
Time Management skills
Ability to use word processing software
Ability to use spreadsheet software

Where the Jobs Are

Public and private elementary schools

Projections

Employer Projections

Many employers expect employment levels to decline over the next 24 months; many expect levels to remain stable.

Projected Job Openings

Openings from Growth	0
Openings from Separations	150
Projected Openings	150

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Administration, Vice Principal and Principal.

Turnover

Responding employers stated that the rate of turnover for this occupation was 4.3%.

Union Collective Bargaining

Most employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Forest and Conservation Workers

OES Code: 790020

3 Employers Responding, 112 Jobs Represented

Description of Occupation

Develop, maintain and protect forest, forested areas and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests and diseases harmful to trees; controlling erosion and trees; and controlling erosion and leaching of forest soil. Includes such occupations as Forester Aides, Seedling Pullers and Tree Planters.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	10.00	8.50
New hires, experienced	11.00	13.00	12.00
3+yrs experience with firm	14.00	15.00	14.50

Union Wages	Range		Median
New hires, no experience	0.00	0.00	0.00
New hires, experienced	10.31	10.31	10.31
3+yrs experience with firm	11.99	11.99	11.99

Hours Many employers report employment is full-time, averaging 40 hours per week; some employers report seasonal employment averaging 40 hours per week; few employers report employment is temporary on-call averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			67%			
Dental	33%		33%			
Vision	33%		33%			
Life			67%			
Sick Leave	67%		33%			
Vacation	67%		33%			
Retirement	33%		67%			
Child Care	33%					

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Internet 67%
- ♦ Colleges/Universities 67%
- ♦ Walk-In Applicants 33%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Large, 220-230 employees
- ♦ **Gender** Male 81%, Female 19%

Forest and Conservation Workers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	33%	0%	67%
Prior Training Required	33%	67%	0%

Experience: Firms requiring experience prefer 13 months experience.

Training: Firms requiring training prefer 24 months training.

Required or Preferred Skills

Record-keeping skills
Ability to use hand tools
Ability to write effectively
Ability to perform strenuous, physically demanding work
Basic math skills
Ability to read and follow instructions
Oral communication skills
Ability to use spreadsheet software
Ability to use word processing software
Ability to use database software
Geographic Information Systems

Where the Jobs Are

Sawmills and planing mills
Federal government
State government, except hospital and education

Projections

Employer Projections

All employers expect employment levels to remain stable over the next 24 months.

Projected Job Openings

Openings from Growth	10
Openings from Separations	40
Projected Openings	50

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Other Information

Promotional Opportunities

All employers provide promotional opportunities such as: Level III, Level IV and Professional Forester.

Turnover

Responding employers stated that the rate of turnover for this occupation was 7.6%.

Union Collective Bargaining

Some employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

General Office Clerks

OES Code: 553470

17 Employers Responding, 66 Jobs Represented

Description of Occupation

Perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation and filing. Does not include workers whose duties are narrowly defined.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	8.00	8.00
New hires, experienced	6.75	10.00	8.00
3+yrs experience with firm	7.00	12.00	10.00

Hours Many employers report employment is full-time, averaging 38 hours per week; some employers report part-time employment averaging 22 hours per week; some employers report temporary on-call employment averaging 35 hours per week; few employers report seasonal employment averaging 44 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	41%	18%	18%			
Dental	41%	18%	12%			
Vision	24%	6%	12%	6%		
Life	35%	18%	6%			
Sick Leave	53%	12%				
Vacation	59%	29%				
Retirement	29%	12%	24%	18%		
Child Care	6%		6%			

*Few provide long term disability insurance.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 88%
- ♦ Walk-In 59%
- ♦ Word of Mouth 47%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 1210-1320 employees
- ♦ **Gender** Male 12%, Female

General Office Clerks

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 6%
- ♦ High School or Equivalent 88%
- ♦ Associate Degree 6%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	35%	35%	29%
Prior Training Required	12%	82%	6%

Experience: Firms requiring experience prefer 14 months experience.

Training: Firms requiring training prefer 8 months training.

Required or Preferred Skills

Reading comprehension
Writing skills
Speaking skills
Active listener
Mathematics skills
Ability to use word processing software
Ability to use spreadsheet software
Ability to use database software
Ability to use desktop publishing software

Where the Jobs Are

State and local governments
Commercial banks
Retail stores
Offices and clinics of medical doctors & dentists
Colleges and universities
New and used car dealers
Insurance agents, brokers and lessors
Real estate operators and lessors

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; few expect employment grow; one employer expects a decline.

Projected Job Openings

Openings from Growth	110
Openings from Separations	250
Projected Openings	360

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Point of Sale Merchandiser, Billing, Accounts Payable and Administrative Positions.

Turnover

Responding employers stated that the rate of turnover for this occupation was 9.7%.

Union Collective Bargaining

None of the employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt Regional Occupational Program (HROP)

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Laborers, Landscaping & Groundskeeping

OES Code: 790410

15 Employers Responding, 51 Jobs Represented

Description of Occupation

Landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking and sprinkler installation. May help brick and stone masons.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	6.75	10.61	7.75
New hires, experienced	6.75	10.61	9.04
3+yrs experience with firm	7.00	17.00	12.00
Union Wages	Range		Median
New hires, no experience	6.75	12.49	9.62
New hires, experienced	6.75	13.35	11.28
3+yrs experience with firm	7.72	15.52	12.45

Hours Most employers report employment is full-time, averaging 40 hours per week; few employers report part-time employment averaging 26-36 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		40%	13%		7%
Dental	47%		27%	7%		7%
Vision	47%			7%		7%
Life	20%		7%	7%		
Sick Leave	60%	13%				
Vacation	60%	13%	33%			
Retirement	13%	7%		7%	7%	
Child Care						

* Few offer Deferred Compensation.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 80%
- ♦ Walk-In 47%
- ♦ Other-Word of Mouth 47%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large, 520-550 employees
- ♦ **Gender** Male 92%, Female 8%

Laborers, Landscaping & Groundskeeping

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 47%
- ♦ High School or Equivalent 53%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	53%	20%	27%
Prior Training Required	13%	87%	0%

Experience: Firms requiring experience prefer 13 months experience.

Training: Firms requiring training prefer 6 months training.

Required or Preferred Skills

Knowledge of equipment
Physical ability
Ability to use word processing software
Ability to use spread sheet software

Where the Jobs Are

Landscape and horticultural services
Retail nurseries and garden stores
Camps and recreational vehicle park
Misc. amusement and recreational services
Elementary and secondary schools
Civic and social associations

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few expect levels to decline or grow.

Projected Job Openings

Openings from Growth	30
Openings from Separations	110
Projected Openings	140

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Promotional Opportunities

Some employers provide promotional opportunities such as: Estimator, Foreman, Management, Director and Sr. Park Caretaker.

Turnover

Responding employers stated that the rate of turnover for this occupation was 33.3%.

Union Collective Bargaining

Many employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Loan Officers and Counselors

OES Code: 211080

15 Employers Responding, 49 Jobs Represented

Description of Occupation

Evaluate, authorize or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts and Loan Servicing Officers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	8.05	28.12	11.99
New hires, experienced	9.78	31.96	16.00
3+yrs experience with firm	11.51	34.37	19.18

Hours Almost all employers report employment is full-time, averaging 41 hours per week; few employers report part-time employment averaging 15 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		47%			7%
Dental	40%		33%		7%	7%
Vision	27%		40%		7%	7%
Life	40%		27%		7%	7%
Sick Leave	67%		13%		7%	
Vacation	67%		13%		7%	
Retirement	47%		47%			
Child Care			7%		7%	

*Few employers offer other benefits such as Flex Spending and Disability Insurance.

Supply and Demand

Difficulty In Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 80%
- ♦ In-House Promotion / Transfer 60%
- ♦ Employee Referral 60%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small, 60-70 employees
- ♦ **Gender** Male 31%, Female 69%

Loan Officers and Counselors

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 60%
- ♦ Associate Degree 13%
- ♦ Bachelor Degree 27%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	60%	27%	13%
Prior Training Required	13%	80%	7%

Experience: Firms requiring experience prefer 27 months experience.

Training: Firms requiring training prefer 16 months training.

Required or Preferred Skills

Mathematic skills
Good judgment and decision-making skills
Speaking skills
Listening skills
Reading comprehension
Critical thinking skills
Ability to use word processing software
Ability to use spreadsheet software
Ability to use database software
Ability to use desktop publishing software

Where the Jobs Are

Commercial banks
Credit unions
Personal credit institutions

Projections

Employer Projections

Most employers expect employment levels to grow over the next 24 months; some expect levels to remain stable.

Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Projected Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Managerial Positions.

Turnover

Responding employers stated that the rate of turnover for this occupation was 8.7%.

Union Collective Bargaining

None of the employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ HROP
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Machinists

OES Code: 891080

5 Employers Responding, 13 Jobs Represented

Description of Occupation

Set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying knowledge of mechanics, shop mathematics, metal properties and layout machining procedures. Study specifications, such as blueprints, sketches or descriptions of parts to be replaced, and plan sequences of operations.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	17.05	12.00
New hires, experienced	10.00	21.31	15.00
3+yrs experience with firm	12.00	23.44	17.75

Hours Most employers report employment is full-time, averaging 41 hours per week; some employers report part-time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		40%			
Dental	20%		20%			
Vision	20%		40%			
Life	60%					
Sick Leave	20%					
Vacation	100%					
Retirement	40%		20%			
Child Care					20%	

*Few offer Health Club Memberships.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 60%
- ♦ Walk-In 60%
- ♦ Word of Mouth 60%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by the Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small, 70 employees
- ♦ **Gender** Male 92%, Female 8%

Machinists

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 20%
- ♦ High School or Equivalent 80%

Work Experience and Training

	Yes	No	Preferred
Work Experience Required	60%	20%	20%
Prior Training Required	40%	40%	20%

Experience: Firms requiring experience prefer 30 months experience.

Training: Firms requiring training prefer 15 months training.

Required or Preferred Skills

Ability to monitor quality control
Mathematics
Critical thinking skills
Ability to use hand tools
Ability to write effectively
Manual dexterity
Ability to stand for 2 or more hours
Ability to use word processing software
Ability to use computer aided design software

Where the Jobs Are

Sawmills and planing mills
Industrial machinery, nec.
Railroads
Auto and home supply stores
Misc. repair shops

Projections

Employer Projections

All employers expect employment levels to remain stable over the next 24 months.

Projected Job Openings

Openings from Growth	0
Openings from Separations	10
Projected Openings	10

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Promotional Opportunities

Many of the employers responding state that they provide promotional opportunities.

Turnover

Responding employers stated that the rate of turnover for this occupation was 7.7%.

Union Collective Bargaining

None of the employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Packing & Filling Machine Operators & Tenders

OES Code: 929740

13 Employers Responding, 91 Jobs Represented

Description of Occupation

Operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment and upholstered pads, as end products or for storage and shipment.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	8.00	7.00
New hires, experienced	6.75	9.00	7.00
3+yrs experience with firm	7.00	13.00	9.00

Hours Most employers report employment is full-time, averaging 39 hours per week; some employers report part-time employment averaging 21 hours per week; few employers report temporary on-call employment averaging 6 hours per week; few employers report seasonal employment averaging 30 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	31%		38%	8%		
Dental	15%		38%	8%		
Vision	8%		23%			
Life	8%		15%			
Sick Leave	23%	8%				
Vacation	69%	31%				
Retirement	15%					
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 62%
- ♦ Newspaper Ads 54%
- ♦ Word of Mouth 54%
- ♦ Walk-In 54%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/

- ♦ **Occupational Size** Medium 110 Employees
- ♦ **Gender** Male 84%, Female 16%

Packing & Filling Machine Operators & Tenders

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 69%
- ♦ High School or Equivalent 31%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	15%	77%	8%
Prior Training Required	0%	100%	0%

Experience Firms requiring experience prefer 4 months experience.

Training No prior training is required

Required or Preferred Skills

Ability to stand continuously for 2 or more hours
 Ability to lift 50 lbs. repeatedly
 Ability to perform routine, repetitive work
 Basic math skills
 Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills
 Ability to use on-line shipping program

Where the Jobs Are

Dairy products
 Misc. food and kindred products
 Paints and allied products
 Groceries and related products
 Miscellaneous food stores

Projections

Employer Projections

Many of the responding employers expect employment levels to grow over the next 24 months; many expect employment levels to remain stable.

Projected Job Openings

Openings from Growth	0
Openings from Separations	20
Total Job Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Promotional Opportunities

Almost all employers provide promotional opportunities such as: Management, Quality Control, Head Roaster, Foreman and Supervisor.

Turnover

Responding employers stated that the rate of turnover for this occupation was 34.1%.

Union Collective Bargaining

A few employers report that their employees are unionized.

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Pharmacy Technicians

OES Code: 325180

16 Employers Responding, 54 Jobs Represented

Description of Occupation

Fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations and informing the supervisor of stock needs and shortages. May clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Wages/Benefits

Wages	Range	Median
New hires, no experience	7.50 13.50	11.00
New hires, experienced	8.00 14.25	12.00
3+yrs experience with firm	10.00 17.67	14.00

Hours Most employers report employment is full-time, averaging 32 to 39 hours per week; some employers report part-time employment averaging 26 hours per week; few employers report temporary on-call employment averaging 8 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	13%	38%	19%		
Dental	38%		25%	6%		
Vision	19%		19%	6%		
Life	19%	6%	6%			
Sick Leave	63%	6%				
Vacation	88%	31%				
Retirement	31%	6%	31%	6%		
Child Care	6%	6%				

*Few employers offer other benefits such as employee discounts and profit sharing.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 94%
- ♦ Walk-In 56%
- ♦ In-House Promotions/Transfers 44%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small 50—60 Employ-
- ♦ **Gender** Male 13%, Female 87%

Pharmacy Technicians

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 19%
- ♦ High School or Equivalent 81%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	56%	13%	31%
Prior Training Required	44%	44%	13%

Experience Firms requiring experience prefer 11 months experience.

Training Firms requiring training prefer 14 months training. Many employers require that their Pharmacy Technicians be registered.

Required or Preferred Skills

Reading comprehension
Mathematics skills
Good listening skills
Good science skills
Good writing skills
Ability to use word processing software
Ability to use pharmacy software

Where the Jobs Are

Drug stores and proprietary stores

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Total Job Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Promotional Opportunities

Many employers provide promotional opportunities such as: Licensed Pharmacist and Store Manager.

Union Collective Bargaining

A few employers report that their employees are unionized.

Turnover

Responding employers report that the rate of turn-

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Physical Therapy Assistants

OES Code: 660171

4 Employers Responding, 15 Jobs Represented

Description of Occupation

Administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. Administer treatments such as exercise, gait training, massage, whirlpool and hot packs. Instruct, motivate, and assist patients with learning and improving functional activities. May record patient treatments and maintain patient records.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	6.75	6.75
New hires, experienced	8.00	18.00	15.50
3+yrs experience with firm	9.00	20.00	17.50

Hours Almost all employers report employment is full-time, averaging 40 hours per week; few employers report part-time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%		25%			
Dental	50%		25%			
Vision			25%			
Life	50%					
Sick Leave	25%					
Vacation	50%	25%				
Retirement	50%					
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 50%
- ♦ Trade Journals 50%
- ♦ Employee Referrals 75%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small 50-60 Employees
- ♦ **Gender** Male 33%, Female 67%

Physical Therapy Assistants

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 50%
- ♦ Associate Degree 25%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	75%	0%	25%
Prior Training Required	50%	50%	0%

Experience Firms requiring experience prefer 14 months experience.

Training Firms requiring training prefer 24 months training. Many employers require a license as a Physical Therapy Assistant.

Required or Preferred Skills

Ability to speak effectively
Reading comprehension
Active listening skills
Service oriented

Where the Jobs Are

Offices of physical therapists

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; one employer expects growth.

Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Total Job Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Promotional Opportunities

Most employers state they do not provide promotional opportunities.

Turnover

Responding employers report that the rate of turnover for this occupation was 0%.

Union Collective Bargaining

None of the responding employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Physicians' Assistants

OES Code: 325110

11 Employers Responding, 30 Jobs Represented

Description of Occupation

Provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. Elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses, or Ambulance Attendants whose training is limited to the application of first aid.

Wages/Benefits

Wages	Range	Median
New hires, no experience	10.00 28.00	21.67
New hires, experienced	21.04 30.68	25.00
3+yrs experience with firm	25.57 40.00	31.16

*Few employers provide bonuses.

Hours Most employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 23 hours per week; few employers report temporary on-call employment averaging 28 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	18%	18%	55%			
Dental	9%	9%			9%	
Vision					9%	
Life	36%	18%			9%	
Sick Leave	55%	18%				
Vacation	64%	18%				
Retirement	45%	18%				
Child Care	9%					

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 64%
- ♦ Internet 27%
- ♦ Trade Journals 27%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/

- ♦ **Occupational Size** Medium 80-90 Employ-
- ♦ **Gender** Male 40%, Female 60%

Physicians' Assistants

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 9%
- ♦ Associate Degree 9%
- ♦ Bachelor Degree 55%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	36%	18%	45%
Prior Training Required	73%	27%	0%

Experience Firms requiring experience prefer 19 months experience.

Training Firms requiring training prefer 14 months training.

Required or Preferred Skills

Active listening skills
Reading comprehension
Ability to speak effectively
Ability to stand continuously for 2 or more hours
Ability to relate to patients
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Oral communication skills
Ability to use spreadsheet software
Ability to use word processing software
Ability to use database software

Where the Jobs Are

Offices and clinics of medical doctors

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some employers expect growth.

Projected Job Openings

Openings from Growth	10
Openings from Separations	10
Total Job Openings	20

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Promotional Opportunities

All employers state they do not provide promotional opportunities.

Turnover

Responding employers report that the rate of turnover in this occupation is 13.3%.

Union Collective Bargaining

None of the responding employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Local Area Adult Schools
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Property & Real Estate Managers & Admin.

OES Code: 150110

15 Employers Responding, 56 Jobs Represented

Description of Occupation

Plan, organize, direct, control or coordinate real estate property management, purchase, sales and leasing activities. Work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers and management of rented or leased housing units, buildings or land (including rights-of-way). Does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

Wages/Benefits

Wages	Range		Median
New hires, no experience	9.00	10.65	10.00
New hires, experienced	7.00	23.01	12.00
3+yrs experience with firm	9.00	29.92	15.00

* Few employers offer Bonuses or Commission.

Hours Most employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 16 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	13%		27%	7%		
Dental	7%		13%	7%		
Vision			13%	7%		
Life	20%		13%	7%		
Sick Leave	60%	7%				
Vacation	60%	7%				
Retirement	27%		7%			
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 60%
- ♦ Word of Mouth 53%
- ♦ Newspaper Ads 40%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small 40-50 employees
- ♦ **Gender** Male 43%, Female 57%

Property & Real Estate Managers & Admin.

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 67%
- ♦ Associate Degree 27%
- ♦ Bachelor Degree 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	60%	40%	0%
Prior Training Required	27%	73%	0%

Experience Firms requiring experience prefer 23 months experience.

Training Firms requiring training prefer 8 months training.

Required or Preferred Skills

Ability to speak effectively
 Ability to write effectively
 Active Listening skills
 Good Judgment and decision making skills
 Reading comprehension skills
 Coordinating skills
 Mathematics
 Ability to use spreadsheet software
 Ability to use word processing software
 Ability to use database software
 Ability to use desktop publishing software
 Telephone answering skills

Where the Jobs Are

Real estate operators and lessor
 Real estate agents and managers

Projections

Employer Projections

Almost all employers expect employment levels to grow over the next 24 months; some expect levels to remain stable.

Projected Job Openings

Opening from Growth	10
Openings from Separations	0
Total Job Openings	10

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Promotional Opportunities

Some employers provide promotional opportunities such as: Senior Property Manager, Realtor, Regional Leader and Corporate Officer.

Turnover

Responding employers reported that the rate of turnover in this occupation is 6.1%.

Union Collective Bargaining

None of the responding employers report that their employees are unionized.

Local Training Opportunities

- ♦ Century 21 of the west Inc.
- ♦ College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Residential Counselors

OES Code: 273070

10 Employers Responding, 138 Jobs Repre-

Description of Occupation

Coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes or similar establishments. Work includes developing or assisting in the development of program plans for individuals, maintaining household records and assigning rooms. Counsel residents in identifying and resolving social or other problems. Order supplies and determine need for maintenance, repairs and furnishings.

Wages/Benefits

Non Union Wages	Range		Median
New hires, no experience	6.75	9.00	7.00
New hires, experienced	6.85	10.50	7.88
3+yrs experience with firm	7.00	19.18	9.50

Union Wages	Range		Median
New hires, no experience	10.20	10.20	10.20
New hires, experienced	11.25	17.52	14.39
3+yrs experience with firm	13.02	19.50	16.26

Hours Many employers report employment is full time, averaging 39 hours per week; some employers report part-time employment averaging 23 hours per week; few employers report temporary on-call employment averaging 26 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		30%	20%		
Dental	40%		20%	20%		
Vision	20%		10%	20%		
Life	20%		20%	10%		
Sick Leave	60%	10%	10%	20%		
Vacation	50%	20%	10%	10%		
Retirement	10%	10%	20%	10%		
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ◆ Colleges/Universities 60%
- ◆ Newspaper Ads 60%
- ◆ In House Promotion / Transfer 30%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/ EDD)

- ◆ **Occupational Size** Large 190—210 Employees
- ◆ **Gender** Male 32%, Female 68%

Residential Counselors

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ High School or Equivalent 70%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 10%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	30%	30%
Prior Training Required	40%	60%	0%

Experience Firms requiring experience prefer 9 months experience.

Training Firms requiring training prefer 14 months training.

Required or Preferred Skills

Active listening skills
Critical thinking skills
Good speaking skills
Good judgment and decision making
Reading comprehension
Time management skills
Complex problem solving skills
Ability to write effectively
Ability to use spreadsheet software
Ability to use word processing software
Ability to use database software

Where the Jobs Are

Elementary and secondary schools
Colleges and universities
Residential care

Projections

Employer Projections

Most employers expected employment levels to grow over the next 24 months; many expect levels to remain stable; few expect levels to decline.

Projected Job Openings

Openings from Growth	20
Openings from Separations	30
Total Openings	50

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much Faster Than Average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Director, Lead Program Counselor, Manager and Program Director.

Turnover

Responding employers reported that the rate of turnover in this occupation was 30.1%.

Union Collective Bargaining

Some employers report that their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University
- ♦ Local Area Adult Schools

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.

Sales Representatives

Except Scientific & Related Products

OES Code: 490080

12 Employers Responding, 75 Jobs Represented

Description of Occupation

Sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. Work requires a substantial knowledge of the items sold. Solicit orders from established clients or secure new customers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	13.81	7.00
New hires, experienced	7.00	23.97	12.24
3+yrs experience with firm	8.50	26.37	14.19

*Many employers offer bonuses or commissions.

Hours Almost all employers report employment is full-time, averaging 41 hours per week; few employers report part-time employment averaging 30 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	42%		58%			
Dental	25%		33%		8%	
Vision	8%		17%		8%	
Life	25%		8%			
Sick Leave	33%					
Vacation	92%		8%			
Retirement	33%		8%			
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 83%
- ♦ Employee Referrals 50%
- ♦ Walk-in Applicants 33%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/ EDD)

Occupational Size Very Large 360 –370 Employees

- ♦ **Gender** Male 71%, Female 29%

Sales Representatives Except Scientific & Related Products

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 8%
- ♦ High School or Equivalent 75%
- ♦ Associate Degree 8%
- ♦ Bachelor Degree 8%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	58%	42%	0%
Prior Training Required	0%	92%	8%

Experience Firms requiring experience prefer 19 months experience.

Training Firms requiring training prefer 24 months training.

Required or Preferred Skills

Business math skills
 Report writing skills
 Record-keeping skills
 Verbal presentation skills
 Customer service skills
 Ability to read and follow instructions
 Willingness to travel
 Ability to use spreadsheet software
 Ability to use word processing software
 Ability to use database software
 Ability to use desktop publishing software

Where the Jobs Are

Sawmills and planing mills
 Millwork, plywood & structural memb
 Paints and allied products
 Electric lighting and wiring equipment

Where the Jobs Are— Continued

Motor Vehicles, Parts and Supplies
 Lumber and Construction Materials
 Machinery, Equipment, and Supplies
 Groceries and related Products
 Beer, Wine, and Distilled Beverages

Projections

Employer Projections

Most employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Projected Job Openings

Openings from Growth	10
Openings from Separations	60
Total Job Openings	70

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Promotional Opportunities

Most employers provide promotional opportunities such as: Management and Supervisory positions.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ HROP
- ♦ Humboldt State University
- ♦ Local Area Adult Schools

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Secretaries Except Legal & Medical

OES Code: 551080

15 Employers Responding, 72 Jobs Represented

Description of Occupation

Relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail and filing correspondence and other records. May perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	6.75	11.29	8.08
New hires, experienced	6.75	12.00	10.00
3+yrs experience with firm	7.51	14.00	12.00
Union Wages	Range		Median
New hires, no experience	0.00	0.00	0.00
New hires, experienced	8.60	16.20	12.53
3+yrs experience with firm	10.11	18.00	13.16

*Only experienced hires represented.

Hours Almost all employers report employment is full-time, averaging 40 hours per week; few employers report part-time employment averaging 19 hours per week; few employers report temporary on-call employment averaging 4 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		33%	7%		
Dental	60%		7%	7%		
Vision	47%			7%		
Life	27%					
Sick Leave	80%	20%				
Vacation	73%	13%				
Retirement	20%	7%	33%		7%	
Child Care						

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 80%
- ♦ In House Promotion /Transfer 73%
- ♦ Employee Referrals 33%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/EDD)

Occupational Size Very Large 760-770 Employees

- ♦ **Gender** Male 4%, Female 96%

Secretaries

Except Legal & Medical

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 7%
- ♦ High School or Equivalent 87%
- ♦ Bachelor Degree 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	53%	33%	13%
Prior Training Required	13%	87%	0%

Experience Firms requiring experience prefer 14 months experience.

Training Firms requiring training prefer 4 months training.

Required or Preferred Skills

Good listening skills
 Coordination skills
 Reading comprehension
 Speaking skills
 Service oriented
 Time management skills
 Ability to write effectively
 Ability to use spreadsheet software
 Ability to use word processing software
 Ability to use database software
 Telephone answering skills

Where the Jobs Are

Miscellaneous business services
 Elementary and secondary schools
 Colleges and universities
 Accounting, auditing, and bookkeeping

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Projected Job Openings

Openings from Growth	10
Openings from Separations	90
Total Job Openings	100

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Promotional Opportunities

Some employers provide promotional opportunities such as: Business Manager and Auditor.

Turnover

Responding employers reported the rate of turnover in this occupation 14.5%.

Union Collective Bargaining

Some employers report their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program (HROP)
- ♦ Humboldt State University
- ♦ Local Area Adult Schools

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.

www.soicc.ca.gov/ctep/

Tellers

OES Code: 531020

10 Employers Responding, 131 Jobs Represented

Description of Occupation

Receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	9.00	7.97
New hires, experienced	7.50	10.00	8.99
3+yrs experience with firm	8.75	12.00	10.14

*Many employers offer bonuses.

Hours Some employers report employment is full-time, averaging 40 hours per week; most employers report part-time employment averaging 27 hours per week; few employers offer temporary on-call employment averaging 17 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	30%	10%	50%	60%		
Dental	40%	10%	40%	60%		
Vision	30%	10%	50%	50%		
Life	50%	20%	20%	40%		
Sick Leave	70%	70%	10%	10%		
Vacation	70%	70%	10%	10%		
Retirement	30%	10%	50%	60%		
Child Care				10%	20%	10%

* Few employers offer other benefits such as Disability Insurance or funding for Tuition and Book fees for further education.

Supply and Demand

Difficulty in Finding Applicants

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Walk-In 50%
- ♦ Newspaper Ads 70%
- ♦ Employee Referrals 80%

Size of Occupation

(Projection and Planning Information 1999-2006 as compiled by Labor Market Information Division/ EDD)

Occupational Size Very Large 330-340 Employees

- ♦ **Gender** Male 8%, Female 92%

Tellers

Employer Requirements

Minimum Level of Education Required by Responding Employers

- ♦ Less Than High School 10%
- ♦ High School or Equivalent 90%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	10%	50%	40%
Prior Training Required	0%	100%	0%

Experience Firms requiring experience prefer 11 months experience.

Training No prior training is required..

Required or Preferred Skills

Mathematics skills
Service oriented
Good speaking skills
Active listening skills
Reading comprehension
Ability to use spreadsheet software
Ability to use word processing software

Where the Jobs Are

Commercial banks
Credit unions

Projections

Employer Projections

Almost all employers expect employment levels to remain stable over the next 24 months; one employer expects growth.

Projected Job Openings

Openings from Growth	10
Openings from Separations	100
Total Job Openings	110

Occupational Forecast 1999-2006

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Promotional Opportunities

All employers provide promotional opportunities such as: Loan Officer, Senior Teller, Branch Manager and New Accounts Rep.

Turnover

Responding employers reported that the rate of turnover for this occupation was 34.9%.

Union Collective Bargaining

None of the responding employers report their employees are unionized.

Local Training Opportunities

- ♦ College of the Redwoods
 - ♦ HROP
 - ♦ Local Area Adult Schools
- Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Guide to Occupational Summaries 2001

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary and published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The skills and experience levels used in this report are defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

Key Terms: *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

Supply and Demand

The following terms refer to the relative difficulty employers reported in locating qualified experienced and inexperienced applicants for the occupations surveyed:

Very Difficult: Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Moderately Difficult: Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Recruitment Methods

The most successful recruitment methods reported by responding employers are presented.

Size of Occupation

EDD Occupational Projections

The term used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 76

Medium = 76 – 150

Large = 151 – 326

Very Large = 327 and above

Gender

Gender statistics are from the employer surveys and are presented as a percentage of the total number of employees reported by all of the responding employers for that occupation.

Guide to Occupational Summaries 2001

Employer Requirements

Education, Training and Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employer's educational statements have been included in this report.

Required Skills

This section includes technical, physical, personal or basic skills preferred by employers. In addition to the skill data provided by the surveyed employers, information was compiled from occupational skill tables provided by LMID and the O*NET™ 3.0, U.S. Department of Labor, Employment and Training Administration.

The job qualifications and work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively general "skill areas" e.g., the "ability to communicate effectively". In such cases the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry". However, the user interested in identifying the specific skill and qualification needed for job entry should find these results useful in narrowing the focus of further inquiry.

Where the Jobs Are

Information in this section identifies industries providing sources of employment for each occupation. Information was compiled from occupational forecast tables provided by EDD Labor Market Information Division and industries representative of firms surveyed.

Projections / Employment Trends

Employment levels over the next 24 months

Information projecting employment levels over the next two years was obtained from employer surveys. **Key Terms** are applied.

Occupational Forecast: 1997-2004

Projected Job Growth is an overview of decline, stability, or growth of job opportunities in relation to overall employment opportunities for the County. The following terms are applied to the occupational growth rates of this county:

Much faster than average = 1.50 times average or more

Faster than average = 1.10 to but not including 1.50

Average = 0.90 to but not including 1.10

Slower than average = Less than 0.90 but greater than 0

Remain Stable = Zero

Slow Decline = Less than zero

Other Information

Occupational Mobility

Information in this section is from employer surveys and describes the possible career path for workers in the occupation. **Key Terms** are applied. It should be kept in mind that the possibility of promotion and advancement varies considerably between employers.

Related DOT Codes and Titles

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES-defined occupation can be matched to a number of related DOT-defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed.

CA Occupational Guides: Further information on each occupation can also be found in these guides published by EDD (www.calmis.ca.gov).

Occupational Outlook Handbook: This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

Local Training Opportunities When applicable, training programs offered within Humboldt County are listed. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Guide in the back of this book.

Bill and Account Collectors

OES Code: 535080

9 Employers Responding, 62 Jobs Represented

Description of Occupation

Locate and notify customers of delinquent accounts by mail, telephone or personal visit to solicit payment. Duties include receiving payment and posting amounts to customer's account, sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

Wages/Benefits

Wages	Range	Median
New hires, no experience	7.00 12.00	10.00
New hires, experienced	8.00 12.00	9.00
3+yrs experience with firm	9.50 16.00	12.00

Hours Almost all employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 25 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%		22%			
Dental	56%		11%			
Vision	33%					
Life	89%					
Sick Leave	56%		11%			
Vacation	100%	11%				
Retirement	67%		22%			
Child Care					11%	

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 78%
- ♦ In House Promotion /Transfer 67%
- ♦ Employee Referrals 44%
- ♦ Private Employment Agencies 44%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Medium
- ♦ **Gender** Male 21%, Female 79%

Bill and Account Collectors

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 89%
- ♦ Associate Degree 11%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	44%	0%	56%
Prior Training Required	33%	44%	22%

Experience Firms requiring experience prefer 14 months experience.

Training Firms requiring training prefer 11 months training.

Required Skills

Business math skills
Record-keeping skills
Bookkeeping skills
Ability to use a calculator
Ability to interview others for information
Ability to follow billing procedures
Possession of a valid driver's license
Telephone answering skills
Ability to write effectively
Ability to type at least 45 wpm

Where the Jobs Are

Commercial banks
Hospitals
Medical billing services
Credit reporting and collection services

Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Many employers provide promotional opportunities such as: Bill or Collections Supervisor, Collections Manager and Accounts Receivable.

Related DOT Titles and Codes

Collection Clerk	241.357-010
Collector	241.367-010
Repossessor	241.367-022

Sources of Information

- ♦ California Occupational Guide # 561
- ♦ Occupational Outlook Handbook Page # 253

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

OES Code: 553380

15 Employers Responding, 42 Jobs Represented

Description of Occupation

Compute, classify and record numerical data to keep sets of financial records complete. Perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.09	8.00	8.00
New hires, experienced	7.00	10.77	8.09
3+yrs experience with firm	8.50	19.20	10.00

Hours Almost all employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	7%	20%			
Dental	33%		7%		7%	7%
Vision	20%		7%			
Life	47%	7%			7%	
Sick Leave	53%	7%				
Vacation	93%	7%				
Retirement	33%	7%	20%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ◆ Employee Referrals 67%
- ◆ Newspaper Ads 67%
- ◆ Walk-In Applicants 67%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ◆ **Occupational Size** Very Large
- ◆ **Gender** Male 10%, Female

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 87%
- ♦ Bachelor Degree 13%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	7%	13%
Prior Training Required	13%	73%	13%

Experience Firms requiring experience prefer 17 months experience.

Training Firms requiring training prefer 8 months training.

Required Skills

Accounting skills
 Ability to conduct an audit
 Bookkeeping skills
 Ability to operate 10-key adding machine by touch
 Payroll processing skills
 Bondable
 Ability to use spreadsheet software
 Ability to use word processing software
 Ability to use database software
 Telephone answering skills
 Ability to write effectively

Where the Jobs Are

State and local governments
 Commercial banks
 Retail stores
 Offices and clinics of medical doctors

Projections

Almost all employers expect employment levels to remain stable over the next 24 months; a few expect levels to decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as: Account Technician, Field Supervisor and Management.

Related DOT Titles and Codes

Audit Clerk	210.382-010
Bookkeeper	210.382-014
Accounting Clerk	216.482-010

Sources of Information

- ♦ California Occupational Guide # 26
- ♦ Occupational Outlook Handbook Page # 280

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka City Schools Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Bus Drivers

OES Code: 971080

2 Employers Responding, 31 Jobs Represented

Description of Occupation

Drive buses to transport passengers over specified routes to local or distant points according to a time schedule. Assist passengers with baggage and collect tickets or cash fares. Does not include School Bus Drivers.

Wages/Benefits

Union Wages	Range		Median
New hires, no experience	8.66	9.38	9.02
New hires, experienced	9.38	9.55	9.47
3+yrs experience with firm	10.28	10.54	10.41

Hours Many employers report full-time employment averaging 40 hours per week and part-time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			50%			
Dental			50%			
Vision			50%			
Life	50%					
Sick Leave	50%	50%				
Vacation	50%					
Retirement	50%					
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Insufficient information.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 100%
- ♦ Walk-In Applicants 50%
- ♦ Colleges/Universities 50%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 71%, Female 29%

Bus Drivers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	0%	100%
Prior Training Required	0%	50%	50%

Experience Firms requiring experience prefer 9 months experience.

Training Firms requiring training prefer 1 month training.

Required Skills

Cash handling skills
Automotive maintenance and minor repair skills
Ability to administer emergency first aid
Tire changing skills
Map reading skills
Ability to perform CPR
Possession of a valid Class B driver's license
Ability to write effectively
Ability to lift at least 40 lbs. repeatedly
Oral communication skills

Where the Jobs Are

Local and suburban transportation
Bus charter service
Individual and family services
Social services

Projections

Many employers expect employment levels to remain stable over the next 24 months; many expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility All employers provide promotional opportunities such as: Lead Driver, Trainer and Maintenance.

Related DOT Titles and Codes

Bus Driver 913.463-010
Bus Driver, School 913.463-010

Sources of Information

- ♦ California Occupational Guide # 2
- ♦ Occupational Outlook Handbook Page # 436

Local Training Opportunities

- ♦ American Truck School LLC
- ♦ Eureka City Schools Adult Education
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Child Care Workers

OES Code: 680380

14 Employers Responding, 168 Jobs Represented

Description of Occupation

Attend children at school, businesses and institutions performing a variety of tasks, such as dressing, feeding, bathing and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.45	6.75
New hires, experienced	6.25	9.20	7.00
3+ yrs experience with firm	7.00	10.00	8.50

Hours Most employers report full-time employment averaging 39 hours per week and part-time employment averaging 21 hours per week. A few employers report temporary on-call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	36%	7%		7%		
Dental	29%	7%		7%		
Vision	21%	7%		7%		
Life	21%	7%	7%			
Sick Leave	50%	29%		7%		
Vacation	64%	36%		7%		
Retirement	36%	14%		7%		
Child Care	21%	7%		7%		

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 79%
- ♦ Employee Referrals 57%
- ♦ Walk-In Applicants 50%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 13%, Female 87%

Child Care Workers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 79%
- ♦ Associate Degree 21%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	57%	21%	21%
Prior Training Required	36%	57%	7%

Experience Firms requiring experience prefer 9 months experience.

Training Firms requiring training prefer 8 months training.

Required Skills

Knowledge of early childhood development
Oral reading skills
Musical skills
Ability to administer emergency first aid
Ability to write effectively
Oral communication skills
Ability to stand continuously for 2 or more hours
Basic math skills
Ability to write legibly

Where the Jobs Are

Elementary and secondary schools
Individual and family services
Child day care services

Projections

Most employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as: Director, Program Manager, Site Supervisor, Case Manager and Manager.

Child-Care Attendant 355.674-010
Nursery School Attendant 359.677-018
Playroom Attendant 359.677-026

Sources of Information

- ♦ California Occupational Guide # 505
- ♦ Occupational Outlook Handbook Page # 317

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Computer Aided Design (CAD) Technicians

OES Code: 003362999

11 Employers Responding, 20 Jobs Represented

Description of Occupation

Operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering or other purposes. Utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials and other physical sciences to complete drawings.

Wages/Benefits

Wages	Range		Median
New hires, no experience	8.00	12.00	10.76
New hires, experienced	10.00	14.00	11.99
3+yrs experience with firm	12.95	16.25	15.00

Hours Almost all employers report employment is full-time, averaging 40 hours per week; a few employers report temporary on-call employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%		64%			
Dental	9%		36%			
Vision	9%		36%			
Life	18%		9%			
Sick Leave	55%		9%			
Vacation	73%		9%			
Retirement	18%		45%			
Child Care					9%	

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Employee Referrals 55%
- ♦ Walk-In Applicants 55%
- ♦ Newspaper Ads 36%
- ♦ School, Program Referrals 36%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 90%, Female 10%

Computer Aided Design (CAD) Technicians

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 45%
- ♦ Associate Degree 45%
- ♦ Bachelor Degree 9%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	64%	0%	36%
Prior Training Required	60%	40%	0%

Experience Firms requiring experience prefer 12 months experience.

Training Firms requiring training prefer 13 months training.

Required Skills

Ability to read blueprints

Computer integrated manufacturing (CIM) CAD skills

Ability to visualize 3-D objects from 2-D drawings

Understanding of construction terms

Drafting skills

Ability to work from engineering sketches

Ability to use geometric dimensioning & tolerancing techniques

Where the Jobs Are

Architectural services

Engineering services

Manufacturing

Projections

Most employers expect employment levels to remain stable over the next 24 months; few expect levels to grow or decline.

Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth: Information not available.

Other Information

Occupational Mobility Some employers provide promotional opportunities such as: Sr. Drafter, Partner and Draftsperson I, II, III.

Related DOT Titles and Codes

Drafter, Architectural	001.261-010
Drafter, Civil	005.281-010
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Mechanical	007.281-010
Technical Illustrator	017.281-034

Sources of Information

- ♦ California Occupational Guide #338
- ♦ Occupational Outlook Handbook Page #226

Local Training Opportunities

- ♦ College of the Redwoods.

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.

www.soicc.ca.gov/ctep/

Computer Support Specialist

OES Code: 251040

15 Employers Responding, 39 Jobs Represented

Description of Occupation

Provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail and operating systems.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.50	12.00	9.75
New hires, experienced	7.50	20.00	12.00
3+yrs experience with firm	9.00	22.16	15.98

Hours All employers report employment is full- time, averaging 42 hours per week; a few employers report part-time employment averaging 18 hours per week. A few employers report temporary on-call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	60%		40%			
Dental	67%		27%		7%	
Vision	53%		20%			
Life	67%				7%	
Sick Leave	87%					
Vacation	100%					
Retirement	40%		40%		13%	
Child Care			7%		13%	

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 87%
- ♦ Employee Referrals 47%
- ♦ Internet 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Me-
- ♦ **Gender** Male 82%, Female 18%

Computer Support Specialist

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 87%
- ♦ Associate Degree 13%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	87%	7%	7%
Prior Training Required	43%	43%	14%

Experience Firms requiring experience prefer 21 months experience.

Training Firms requiring training prefer 13 months training.

Required Skills

Knowledge of networking systems
Knowledge of software applications
Ability to gather information and identify problems
Ability to actively listen and use critical thinking
Ability to teach and instruct others

Where the Jobs Are

Computer and data processing services
Commercial banks
Hospitals
Colleges and universities

Projections

Most employers expect employment levels to grow over the next 24 months; some expect levels to remain stable.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as: Team Leader, System Supervisor, Information Technology Manager and Lead Systems Engineer.

Related DOT Titles and Codes

Computer Systems Hardware Analyst 033.167-010

Sources of Information

- ♦ California Occupational Guide # 488 and 541
- ♦ Occupational Outlook Handbook Page # 92

Local Training Opportunities

- ♦ Career Academy
- ♦ College of the Redwoods
- ♦ California Training Center

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.

www.soicc.ca.gov/ctep/

Firefighters

OES Code: 630080

5 Employers Responding, 315 Jobs Represented

Description of Occupation

Control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State or Federal government.

Wages/Benefits

Wages	Range	Median
New hires, no experience	6.60 10.78	9.56
New hires, experienced	8.45 11.51	10.75
3+yrs experience with firm	10.27 12.22	11.87

Hours Almost all employers report employment is full-time, averaging 67 hours per week; some employers report seasonal employment averaging 92 hours per week. (Firefighters work rotating shifts that often consist of working 24 hours, followed by 24 or 48 hours off duty.)

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%		60%			
Dental	40%		40%			
Vision	20%		80%			
Life	60%					
Sick Leave	100%					
Vacation	100%					
Retirement	40%		60%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is not difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ◆ Newspaper Ads 60%
- ◆ In-House Promotions 40%
- ◆ School, Program Referrals 40%
- ◆ Internet 40%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ◆ **Occupational Size** Small
- ◆ **Gender** Male 88%, Female 12%

Firefighters

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 40%
- ♦ High School or Equivalent 60%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	60%	20%
Prior Training Required	40%	40%	20%

Experience Firms requiring experience prefer 36 months experience.

Training Firms requiring training prefer 5 months training.

Required Skills

Good vision
Good hearing
Ability to climb to high places
Possession of agility and coordination
Ability to pass a physical performance test
Ability to administer emergency first aid
Ability to take vital signs
Possession of a valid Class A driver's license
Emergency Medical Technician Certificate
Ability to write effectively
Knowledge of medical terminology
Ability to apply principles of hazardous and toxic waste disposal
Knowledge of local streets

Where the Jobs Are

State and local governments

Projections

Almost all employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility All employers provide promotional opportunities such as: Firefighter I, Fire Apparatus Engineer, Fire Engineer, Assistant Crew Boss, Assistant Chief and Fire Captain.

Related DOT Titles and Codes

Fire Fighter	373.364-010
Fire Assistant	169.167-022
Fire Chief	373.117-010
Fire Captain	373.134-010
Fire Crew Worker (Forestry)	452.687-014

Sources of Information

- ♦ California Occupational Guide # 241
- ♦ Occupational Outlook Handbook Page # 297

Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.

www.soicc.ca.gov/ctep/

Food Preparation Workers

OES Code: 650380

15 Employers Responding, 189 Jobs Represented

Description of Occupation

Perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment and utensils. Perform simple tasks such as preparing shellfish or slicing meat. May brew coffee, tea, or chocolate or prepare sandwiches. Work in such places as a restaurant kitchen or delicatessen.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	8.00	6.75
New hires, experienced	6.25	8.50	6.88
3+yrs experience with firm	7.00	10.00	8.00

Hours Almost all employers report employment is full-time, averaging 40 hours per week; most employers report part-time employment averaging 21 hours per week; a few employers report seasonal employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	13%		20%			
Dental						
Vision						
Life						
Sick Leave						
Vacation	20%	7%				
Retirement			7%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ♦ Walk-In Applicants 80%
- ♦ Newspaper Ads 67%
- ♦ In-House Promotion or Transfer 27%
- ♦ Employee Referrals 27%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Very Large
- ♦ **Gender** Male 65%, Female 35%

Food Preparation Workers

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 33%
- ♦ High School or Equivalent 67%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	53%	27%
Prior Training Required	0%	93%	7%

Experience Firms requiring experience prefer 10 months experience.

Training Firms requiring training prefer 3 months training.

Required Skills

Sandwich making skills
Ability to operate a cash register
Salad making skills
Certified as a food handler
Knowledge of sanitary work environment
Ability to read and follow instructions
Oral communication skills
Ability to work rapidly
Ability to stand continuously for 2 or more hours

Where the Jobs Are

Restaurant and beverage business
Hotels and motels
Elementary and secondary schools

Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few expect levels to grow or decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slower than average

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as: Line Cook, Head Cook, Sauce Chef, Crew Manager, Kitchen Supervisor, Floor Manager and Assistant Manager.

Related DOT Titles and Codes

Food-Service Worker	313.361-014
Food Preparer	412.687-010
Food-Service Worker Hospital	319.677-014
Food Assembler, Kitchen	319.484-010

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page #304,306

Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Food Service Managers

OES Code: 150261

15 Employers Responding, 49 Jobs Represented

Description of Occupation

Plan, organize, direct, control or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.21	8.00
New hires, experienced	6.25	11.91	9.00
3+yrs experience with firm	8.00	12.00	11.00

Hours Almost all employers report employment is full-time, averaging 42 hours per week; a few employers report part-time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	20%		13%	7%		
Dental	7%		7%	7%		
Vision	7%			7%		
Life						
Sick Leave	27%	7%				
Vacation	60%	7%				
Retirement	7%		7%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ In-House Promotion or Transfer 73%
- ♦ Newspaper Ads 73%
- ♦ Walk-In Applicants 53%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Large
- ♦ **Gender** Male 61%, Female 39%

Food Service Managers

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 7%
- ♦ High School or Equivalent 73%
- ♦ Associate Degree 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	60%	13%	27%
Prior Training Required	13%	73%	13%

Experience Firms requiring experience prefer 17 months experience.

Training Firms requiring training prefer 12 months training.

Required Skills

Oral communication skills
 Ability to manage an activity or department
 Ability to plan and organize the work of others
 Record-keeping skills
 Understanding of inventory techniques
 Ability to hire and assign personnel
 Food preparation skills
 Catering skills
 Problem solving skills

Where the Jobs Are

Restaurants Hospitals
 Hotels Schools
 Resorts

Projections

All employers expect employment levels to remain stable over the next 24 months.

Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as: Operations Manager, First Assistant, General Manager and Sales Manager.

Related DOT Titles and Codes

Manager, Fast-Food Service 185.137-010
 Manager, Food Service 187.167-106
 Director Food Services 187.167-026
 Dietary Manager 187.167-206

Sources of Information

- ♦ California Occupational Guide #503
- ♦ Occupational Outlook Handbook Page #68

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Home Health Aides

OES Code: 660110

7 Employers Responding, 194 Jobs Represented

Description of Occupation

Care for elderly, convalescent, or handicapped person in home of patient. Perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.75	7.58	7.00
New hires, experienced	7.50	7.58	7.50
3+yrs experience with firm	7.25	9.00	8.00

Hours All employers report full-time employment averaging 40 hours per week; many employers report part-time employment averaging 22 hours per week; few employers report temporary on-call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%		14%	14%		
Dental	29%			14%	14%	
Vision	29%			14%		
Life	43%			14%		
Sick Leave	29%			14%		
Vacation	43%			14%		
Retirement			14%		14%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 100%
- ♦ Walk-In Applicants 100%
- ♦ Employee Referrals 43%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Medium
- ♦ **Gender** Male 11%, Female 89%

Home Health Aides

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 14%
- ♦ High School or Equivalent 71%
- ♦ Associate Degree 14%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	29%	0%	71%
Prior Training Required	0%	100%	0%

Experience Firms requiring experience prefer 9 months experience.

Training No prior training is required..

Required Skills

Oral communication skills
Ability to prepare meals
Possession of a Home Health Aide Certificate
CPR certification
Possession of a valid driver's license
Ability to write effectively
Ability to pass a pre-employment medical examination
Possession of a Certified Nurse Assistant qualification
Ability to apply transferring techniques while moving patients

Where the Jobs Are

Nursing and personal care facilities
Hospitals
Home health care services

Projections

Most employers expect employment levels to grow over the next 24 months; some expect levels to remain stable.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Much faster than average

Other Information

Occupational Mobility Most employers provide promotional opportunities such as: Medical Aide, Supervisor, Lead Program Counselors, Crew Supervisor, Office Staff and Management.

Related DOT Titles and Codes

Home Health Aide (medical) 355.674-014
Home Health Aide (personal) 354.377-014
Home Health Nurse 079.374-014

Sources of Information

- ♦ California Occupational Guide # 461
- ♦ Occupational Outlook Handbook Page # 322

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soiic.ca.gov/ctep/

Internet Web Site Designers/Developers (Webmasters)

OES Code: 31064999

2 Employers Responding, 5 Jobs Represented

Description of Occupation

Responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

Wages/Benefits

Wages	Range	Median
New hires, no experience	Insufficient Data	
New hires, experienced	7.50 11.00	9.25
3+yrs experience with firm	15.00 15.00	15.00

Hours All employers report full-time employment averaging 42 hours per week; many employers report part-time employment averaging 30 hours per week and temporary on-call employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%					
Dental						
Vision						
Life						
Sick Leave						
Vacation	100%					
Retirement	50%					
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Insufficient information

Recruitment Methods

The most successful recruiting methods used by responding employers:

- ◆ In-House Promotion or Transfer 50%
- ◆ Employee Referrals 50%
- ◆ Newspaper Ads or Internet 50%
- ◆ Walk-In Applicants 50%
- ◆ Employment Development Dept. 50%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ◆ **Occupational Size** Information not available
- ◆ **Gender** Male 80%, Female 20%

Internet Web Site Designers/Developers (Webmasters)

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 50%
- ♦ Bachelor Degree 50%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	100%	0%	0%
Prior Training Required	0%	50%	50%

Experience Firms requiring experience prefer 9 months experience.

Training Firms requiring training prefer 12 months training.

Required Skills

Ability to write effectively
Oral communication skills
Computer software skills
Ability to Create and design
Animation and graphic art skills

Where the Jobs Are

Computer programming services
Catalogue and mail-order houses

Projections

Many employers expect employment levels to remain stable over the next 24 months; many expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Information not available

Other Information

Occupational Mobility Many employers provide promotional opportunities such as: Manager and Information Technician.

Related DOT Titles and Codes

Graphic Designer 141.061-018
Illustrator 141.061-022

Sources of Information

- ♦ California Occupational Guide # 559
- ♦ Occupational Outlook Handbook Page # **n/a**

Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Machinery Maintenance Mechanics

OES Code: 851190

15 Employers Responding, 84 Jobs Represented

Description of Occupation

Repair and maintain the operating condition of industrial production and processing machinery, printing machinery and refinery and pipeline distribution systems. Duties include repairing in accordance with diagrams, operating manuals or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

Wages/Benefits

Wages	Range		Median
New hires, no experience	Insufficient Data		
New hires, experienced	7.50	18.00	13.00
3+ yrs experience with firm	8.50	18.00	15.00

Union Wages	Range		Median
New hires, no experience	Insufficient Data		
New hires, experienced	7.91	29.00	16.12
3+ yrs experience with firm	9.18	32.00	18.91

Hours Almost all employers report employment is full-time, averaging 41 hours per week; few employers report part-time employment averaging 20 hours per week and temporary on-call employment averaging 40 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	47%		27%		7%	
Dental	33%		20%		7%	
Vision	27%		27%		7%	
Life	40%		13%		13%	
Sick Leave	47%					
Vacation	80%					
Retirement	53%		7%			
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is not difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 73%
- ♦ Employee Referrals 60%
- ♦ Walk-In Applicants 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 100%, Female 0%

Machinery Maintenance Mechanics

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 47%
- ♦ High School or Equivalent 53%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	73%	13%	13%
Prior Training Required	0%	73%	27%

Experience Firms requiring experience prefer 25 months experience.

Training Firms requiring training prefer 18 months training.

Required Skills

Ability to stand continuously for 2 or more hours
Ability to perform routine maintenance
Troubleshooting skills
Ability to repair machines or systems
Ability to test machinery for proper operation
Ability to install equipment, machines, wiring or programs to meet specifications.

Where the Jobs Are

Sawmills & planing mills
Miscellaneous wood products
Manufacturing
Dairy processing plants

Projections

Most employers expect employment levels to remain stable over the next 24 months; few expect levels to grow or decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility Many employers provide promotional opportunities such as: Foreman, Supervisor, Mechanical Superintendent and Plant Manager.

Related DOT Titles and Codes

Maintenance Mechanic 638.281-014
Maintenance-Mechanic Helper 638.684-018
Maintenance Mechanic (const.) 620.281-046

Sources of Information

- ♦ California Occupational Guide # 136
- ♦ Occupational Outlook Handbook Page # 356

Local Training Opportunities

Not Applicable

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Office Managers

OES Code: 169167998

15 Employers Responding, 19 Jobs Represented

Description of Occupation

Coordinate activities of clerical personnel in organization: Analyze and organize office operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies and other clerical services. Evaluate office production, revise procedures or devise new forms to improve efficiency of workflow. Establish uniform correspondence procedures and style practices. Coordinate activities of various clerical departments or workers within department. Review clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train, and supervise clerical staff. May compile, store, and retrieve managerial data, using computer.

Wages/Benefits

Wages	Range	Median
New hires, no experience	10.15 13.00	12.00
New hires, experienced	7.50 17.26	11.51
3+yrs experience with firm	8.00 20.14	12.36

Hours Most employers report employment is full-time, averaging 40 hours per week; some employers report part-time employment averaging 24 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	7%	13%	7%	7%	
Dental	60%	7%	13%		7%	7%
Vision	27%	7%	13%			
Life	53%		7%		7%	
Sick Leave	73%	7%	7%			
Vacation	80%	13%	7%			
Retirement	47%	7%	13%		13%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 93%
- ♦ Walk-In Applicants 60%
- ♦ Employee Referrals 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Information not available
- ♦ **Gender** Male 16%, Female 84%

Office Managers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 47%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	7%	13%
Prior Training Required	21%	57%	21%

Experience Firms requiring experience prefer 22 months experience.

Training Firms requiring training prefer 12 months training.

Required Skills

Oral communication skills
Ability to manage an activity or department
Ability to plan and organize the work of others
Record-keeping skills
Ability to hire and assign personnel
Problem solving skills
Ability to write effectively
Computer literacy

Where the Jobs Are

State and local governments Business offices
Manufacturing Service industry
Retail Services

Projections

All employers expect employment levels to remain stable over the next 24 months.

Occupational Forecast: 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Information not available

Other Information

Occupational Mobility Many employers provide promotional opportunities such as: Operations Manager, General Business Manager, Controller and Vice President.

Related DOT Titles and Codes

Manager, Office (any industry) 169.167-034
Manager, Office (gov't service) 188.167-058

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page #259

Local Training Opportunities

- ♦ College of the Redwoods

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Painters, Paperhangers-Construction and Maintenance

OES Code: 874020

13 Employers Responding, 63 Jobs Represented

Description of Occupation

Paint walls, equipment, buildings, bridges and other structural surfaces using brushes, rollers and spray guns. May mix colors or oils to obtain desired color or consistency. Cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	10.00	7.50
New hires, experienced	6.75	12.78	9.00
3+yrs experience with firm	8.00	14.78	12.00

Hours Almost all employers report full-time employment averaging 40 hours per week; many employers report part-time employment averaging 19 hours per week; a few employers report seasonal employment averaging 33 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	15%		15%			
Dental	8%		8%			
Vision	8%					
Life			8%		8%	
Sick Leave	15%	8%				
Vacation	38%	23%				
Retirement			15%		8%	8%
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 62%
- ♦ Employee Referrals 54%
- ♦ Walk-In Applicants 38%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Medium
- ♦ **Gender** Male 83%, Female 17%

Painters, Paperhangers-Construction and Maintenance

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 23%
- ♦ High School or Equivalent 77%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	62%	8%	31%
Prior Training Required	8%	85%	8%

Experience Firms requiring experience prefer 25 months experience.

Training Firms requiring training prefer 36 months training.

Required Skills

Knowledge of paints and related chemicals
 Brush painting skills
 Roller painting skills
 Spray painting skills
 Drywall installation and repair skills
 Surface preparation skills
 Ability to tolerate dust and paint fumes
 Ability to work from ladders and scaffolds
 Possession of good color perception
 Ability to stand continuously for 2 or more hours
 Ability to lift at least 50 lbs. repeatedly

Where the Jobs Are

Residential building construction
 Painting and paper hanging firms
 Sawmills and planing mills
 Colleges and universities

Projections

Almost all employers expect employment levels to remain stable over the next 24 months; a few expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

Other Information

Occupational Mobility Many employers provide promotional opportunities such as: Lead Painter, Supervisor, Job Foreman, Maintenance Supervisor and Manager.

Related DOT Titles and Codes

Painter	840.381-010
Paperhanger	841.381-010
Painter, Rough (const)	869.664-014

Sources of Information

- ♦ California Occupational Guide # 148
- ♦ Occupational Outlook Handbook Page # 380

Local Training Opportunities

International Brotherhood of Painters and Allied Trades #1037

Please see Local Unions of Humboldt County located in the back of this book for more Information on classes provided. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Purchasing Managers

OES Code: 130080

15 Employers Responding, 32 Jobs Represented

Description of Occupation

Plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers and related workers involved in purchasing materials, products or services. Includes wholesale or retail trade merchandising managers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	8.00	11.32	11.00
New hires, experienced	8.00	23.97	12.04
3+yrs experience with firm	9.00	25.00	14.27

Hours Almost all employers report employment is full-time, averaging 41 hours per week; a few employers report part-time employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	73%		27%			
Dental	40%		27%		13%	
Vision	40%		13%			
Life	53%		13%			
Sick Leave	80%					
Vacation	100%					
Retirement	73%		13%			
Child Care	7%					

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Newspaper Ads 53%
- ♦ In House Promotion /Transfer 40%
- ♦ Walk-In Applicants 33%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 50%, Female 50%

Purchasing Managers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 60%
- ♦ Associate Degree 20%
- ♦ Bachelor Degree 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	27%	7%
Prior Training Required	7%	60%	33%

Experience Firms requiring experience prefer 31 months experience.

Training Firms requiring training prefer 18 months training.

Required Skills

Ability to plan and organize the work of others
Negotiation skills
Problem solving skills
Ability to assess and analyze market conditions
Understanding of contract law
Ability to write effectively
Knowledge of vendors and suppliers
Ability to hire and assign personnel
Oral communication skills

Where the Jobs Are

State and local governments
Lumber and other building materials
Variety of manufacturing
Hospitals

Projections

Almost all employers expect employment levels to remain stable over the next 24 months; few expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Faster than average

Other Information

Occupational Mobility Some employers provide promotional opportunities such as: General Manager, Vice President and Supervisor.

Related DOT Titles and Codes

Purchasing Agent 162.157-038
Purchasing Clerk 249.367-066
Purchaser, Automotive Parts 249.367-058

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page # 65

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Registered Nurses

OES Code: 325020

11 Employers Responding, 230 Jobs Represented

Description of Occupation

Administer nursing care to ill or injured persons. Includes administrative, public health, industrial, private duty and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	13.90	20.00	17.31
New hires, experienced	14.00	21.31	18.11
3+yrs experience with firm	15.71	23.97	19.04

Hours Most employers report employment is full-time, averaging 38 hours per week; almost all employers report part-time employment averaging 22 hours per week; some employers report temporary on-call employment averaging 22 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	55%	9%	27%	55%		
Dental	45%		18%	55%		
Vision	45%		9%	45%		
Life	55%	18%	9%	36%		
Sick Leave	73%	45%		18%		
Vacation	73%	45%		18%	9%	9%
Retirement	27%	18%	36%	27%		
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ◆ Newspaper Ads 70%
- ◆ Employee Referrals 60%
- ◆ Walk-In Applicants 60%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ◆ **Occupational Size** Very Large
- ◆ **Gender** Male 28%, Female 72%

Registered Nurses

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 9%
- ♦ Associate Degree 64%
- ♦ Bachelor Degree 18%
- ♦ Graduate Study 9%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	36%	27%	36%
Prior Training Required	82%	18%	0%

Experience Firms requiring experience prefer 12 months experience.

Training Firms requiring training prefer 33 months training.

Required Skills

Ability to complete and explain insurance forms
Ability to plan and organize the work of others
Ability to provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Record-keeping skills
Intensive care treatment skills
Ability to apply transferring techniques moving patients
Ability to write effectively

Where the Jobs Are

Nursing and personal care facilities
Hospitals
Home health care services

Projections

Many employers expect employment levels to remain stable over the next 24 months; many expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Faster than average

Other Information

Occupational Mobility Most employers provide promotional opportunities such as: Charge Nurse, Specialty Nurse, Nursing Supervisor, Clinical Director and Program Director.

Related DOT Titles and Codes

Nurse Practitioner	075.264-010
Nurse Midwife	075.264-014
Nurse, General Duty	075.364-010
Nurse, Consultant	075.127-014
Nurse, Private Duty	075.374-018

Sources of Information

- ♦ California Occupational Guide # 29
- ♦ Occupational Outlook Handbook Page # 175

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Reporters and Correspondents

OES Code: 340110

7 Employers Responding, 23 Jobs Represented

Description of Occupation

Collect and analyze facts about newsworthy events by interview, investigation or observation and report and write stories for newspapers, news magazines, radio or television. Correspondents who broadcast news for radio and television are classified as Broadcast News Analysts.

Wages/Benefits

Wages	Range		Median
New hires, no experience	7.00	9.00	9.00
New hires, experienced	8.00	9.00	8.63
3+yrs experience with firm	9.00	11.51	10.00

Hours Almost all employers report employment is full-time, averaging 40 hours per week; few employers report part-time employment averaging 25 hours per week and temporary on-call employment averaging 15 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			71%	14%		
Dental			57%	14%		
Vision			29%	14%		
Life	14%	14%	14%		29%	
Sick Leave	57%	14%				
Vacation	71%	29%			14%	
Retirement	14%		14%		14%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is very difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Colleges/Universities 57%
- ♦ Newspaper Ads 43%
- ♦ Walk-In Applicants 43%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ♦ **Occupational Size** Small
- ♦ **Gender** Male 61%, Female 39%

Reporters and Correspondents

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 14%
- ♦ Associate Degree 57%
- ♦ Bachelor Degree 29%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	29%	14%	57%
Prior Training Required	29%	43%	29%

Experience Firms requiring experience prefer 14 months experience.

Training Firms requiring training prefer 12 months training.

Required Skills

Ability to write effectively
Typing skills
Ability to use a computer terminal
Ability to use a personal computer
Basic math skills
Ability to read and follow instructions
Oral communication skills

Where the Jobs Are

Newspapers
Radio and television broadcasting
Periodicals

Projections

Most employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain stable

Other Information

Occupational Mobility Most employers provide promotional opportunities such as: News Director, Editor, Executive Producer and Anchor.

Related DOT Titles and Codes

Reporter 131.262-018
Correspondent 131.262-018

Sources of Information

- ♦ California Occupational Guide # 113
- ♦ Occupational Outlook Handbook Page # 185

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Salespersons-Retail (Except Vehicle Sales)

OES Code: 490112

17 Employers Responding, 238 Jobs Represented

Description of Occupation

Sell a variety of merchandise to the public. Assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register and make change for the customer. May stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	7.00	6.50
New hires, experienced	6.25	10.00	7.50
3+yrs experience with firm	7.00	14.00	9.00

Hours Almost all employers report employment is full-time, averaging 38 hours per week; most employers report part-time employment averaging 21 hours per week; few employers report temporary on-call employment averaging 23 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	65%	6%	18%			
Dental	41%	6%	18%			
Vision	35%	6%	12%			
Life	47%	6%	12%		6%	6%
Sick Leave	47%	35%				
Vacation	94%	41%				
Retirement	41%	6%	24%	12%		
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ♦ Walk-In Applicants 88%
- ♦ Employee Referrals 47%
- ♦ Newspaper Ads 47%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ♦ **Occupational Size** Very Large
- ♦ **Gender** Male 53%, Female 47%

Salespersons-Retail (Except Vehicle Sales)

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 47%
- ♦ High School or Equivalent 53%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	35%	53%	12%
Prior Training Required	12%	82%	6%

Experience Firms requiring experience prefer 11 months experience.

Training Firms requiring training prefer 9 months training.

Required Skills

Ability to stand continuously for 2 or more hours
Ability to apply sales techniques
Understanding of inventory techniques
Ability to make change
Ability to operate a cash register
Ability to write effectively
Oral communication skills
Customer service skills

Where the Jobs Are

Department stores
Furniture and home furnishings store
Hardware stores
Family clothing stores

Projections

Most employers expect employment levels to remain stable over the next 24 months; some expect levels to grow.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Average

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as: Department Manager, Assistant Manager, Manager, Office

Related DOT Titles and Codes

Salesperson, General 279.357-054
Sales Clerk (retail trade) 290.477-014
Sales Attendant (retail trade) 299.677-010

Sources of Information

- ♦ California Occupational Guide # 536
- ♦ Occupational Outlook Handbook Page # 244

Local Training Opportunities

- ♦ Humboldt County Regional Occupational Program
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Traffic, Shipping, and Receiving Clerks

OES Code: 580280

15 Employers Responding, 51 Jobs Represented

Description of Occupation

Verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Wages/Benefits

Wages	Range		Median
New hires, no experience	6.25	9.00	6.50
New hires, experienced	6.25	10.00	7.50
3+yrs experience with firm	7.00	12.00	10.00

Hours All employers report employment is full-time, averaging 40 hours per week; a few employers report part-time employment averaging 23 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	7%	40%			
Dental	27%	7%	20%		7%	
Vision	27%	7%	13%			
Life	27%		7%		7%	
Sick Leave	67%	7%				
Vacation	100%	7%				
Retirement	27%		33%		7%	
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ◆ Newspaper Ads 67%
- ◆ Employee Referrals 53%
- ◆ Walk-In Applicants 33%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/ EDD)

- ◆ **Occupational Size** Large
- ◆ **Gender** Male 71%, Female 29%

Traffic, Shipping, and Receiving Clerks

Employer Requirements

Minimum level of education required by responding employers

- ♦ Less than High School 7%
- ♦ High School or Equivalent 93%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	7%	20%	73%
Prior Training Required	0%	87%	13%

Experience Firms requiring experience prefer 9 months experience.

Training Firms requiring training prefer 9 months training.

Required Skills

Ability to stand continuously for 2 or more hours
Ability to lift at least 60 lbs. repeatedly
Ability to operate a fork lift
Ability to plan and organize the work of others
Record-keeping skills
Understanding of inventory techniques
Ability to use the US & private parcel post service
Possession of a valid driver's license
Ability to write effectively
Ability to type at least 30 wpm
Oral communication skills
Basic math skills

Where the Jobs Are

Lumber and other building materials
Machinery equipment, and supplies
Groceries and related products
Motor vehicles, parts and supplies

Projections

Most employers expect employment levels to remain stable over the next 24 months; some expect levels to grow; few expect levels to decline.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Remain Stable

Other Information

Occupational Mobility Almost all employers provide promotional opportunities such as: Department Manager, Supervisor, Warehouse Manager, Sales, Forklift Operator and Assistant Manager.

Related DOT Titles and Codes

Shipping and Receiving Clerk	222.387-050
Traffic Clerk	214.587-014
Shipping-Order Clerk	219.367-030

Sources of Information

- ♦ California Occupational Guide # 63
- ♦ Occupational Outlook Handbook Page # 274

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka City Schools Adult Education
- ♦ Northern Humboldt Union H.S. Adult Education

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.

Welfare Eligibility Workers & Interviewers

OES Code: 535020

1 Employer Responding, 152 Jobs Represented

Description of Occupation

Interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Duties include recording and evaluating personal and financial data obtained from individuals; initiating procedures to grant, modify, deny or terminate eligibility for various aid programs; authorizing amount of grants; and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

Wages/Benefits

Union Wages	Range		Median
New hires, no experience	9.78	9.78	9.78
New hires, experienced	11.22	11.22	11.22
3+yrs experience with firm	12.37	12.37	12.37

Hours Almost all employment is full-time, averaging 40 hours per week ; a few employers report temporary on-call employment averaging 20 hours per week.

Benefits Offered

Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical			100%			
Dental	100%					
Vision	100%					
Life	100%					
Sick Leave	100%					
Vacation	100%					
Retirement	100%					
Child Care						

Supply and Demand

Difficulty in finding applicants

Experienced Information not available

Inexperienced Employers report it is moderately difficult to find inexperienced applicants who meet their requirements.

Recruitment Methods

Three most successful recruiting methods used by responding employers:

- ◆ In House Promotion /Transfer 100%
- ◆ Newspaper Ads 100%
- ◆ Colleges / Universities 100%

Size of Occupation

(Projection and Planning Information 1997-2004 as compiled by Labor Market Information Division/EDD)

- ◆ **Occupational Size** Large
- ◆ **Gender** Male 13%, Female 87%

Welfare Eligibility Workers & Interviewers

Employer Requirements

Minimum level of education required by responding employers

- ♦ High School or Equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required		100%	
Prior Training Required		100%	

Experience No prior experience is required. not required.

Training No prior training is required.

Required Skills

Record keeping skills
Alphabetic and numeric filing skills
Ability to use a calculator
Ability to interview others for information
Ability to understand foreign accents
Ability to write effectively
Oral communication skills

Where the Jobs Are

Local government

Projections

All employers expect employment levels to remain stable over the next 24 months.

Occupational Forecast 1997-2004

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

Projected Job Growth Slow decline

Other Information

Occupational Mobility All employers provide promotional opportunities such as: Eligibility Supervisor and Employment Training Worker.

Related DOT Titles and Codes

Investigator 168.267-062

Sources of Information

- ♦ California Occupational Guide # n/a
- ♦ Occupational Outlook Handbook Page # 253

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Guide located in the back of this book for more information. Only training providers included in the CTEP database are listed.
www.soicc.ca.gov/ctep/

Survey Methodology

Occupation Selection

Occupations for this study were recommended by employers, union representatives, educators, and trainers in consultation with EDD and the Employment Training Division of Humboldt County.

The main criteria used in selecting occupations were:

1. Occupations should have a substantial employment base in the county.
2. A majority of the occupations surveyed should typically require no more than two years of formal training.
3. Employees should be able to obtain a potential wage of at least \$7.00 per hour with 6 months experience.

Definition of Occupations

The method for classifying jobs used in this study for 2003 is the Standard Occupational Classification (SOC) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

The method for classifying jobs used in this study for 2001 and 2002 is the Occupational Employment Statistics (OES) classification system developed by the U.S. published by the Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include baker, carpenter, electrician and teacher assistant.

Employer Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw an employer sample representative of the industries employing workers in each study occupation.

Industries are classified by the Standard Industrial Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. There are nine major industry groups: agriculture, mining, construction, manufacturing, transportation, communications, wholesale and retail trade, finance, and services. Every firm in the state is classified in one or more of these industry categories, according to the products they produce or services they provide.

The Labor Market Information Division (LMID) staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation studied. For example, a medical secretary would generally work for a firm classified in the health services category, whereas a typist may be scattered across several industries including health services, retail trade, manufacturing, etc.

This was considered for each occupation when establishing the sample of employers who would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 40 employers for each occupation, whenever possible.

Survey Methodology

Questionnaire Development

EDD developed the questionnaire used for this study.
(See the Sample Survey in the back of this book.)

Tabulations and Results

Questionnaire responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final Occupational Summaries were prepared. Information for specific employers is and will remain strictly confidential, with only summary results being published.

Survey Procedures

Employers selected for the sample were mailed questionnaires with a cover letter explaining the study and a postage-paid return envelope. Returned questionnaires were checked by ETD staff for completeness and accuracy. Employers returning incomplete or potentially inaccurate questionnaires were contacted by phone for clarifying information.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone and encouraged to return the questionnaires.

A fifty-percent rate of return for complete and accurate questionnaires was set as an employer "response goal." In cases where questionnaires were refused or not returned in a reasonable amount of time, additional similar employers not in the original sample were identified and substituted.

Local Training Facilities Guide

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Agape School of Massage

601 5th St
Eureka, CA 95501
Phone (707) 445-2999
Fax N/A

American Truck School

2404 Sandy Prairie Drive
Fortuna, CA 95540
Phone (707) 725-1824
Main office (Redding): Toll Free: (888) 700-5093
Fax (707) 725-1921

Century 21 of the West Inc.

591 South Fortuna Boulevard
Fortuna, CA 95540
Phone (707) 725-4456
Fax (707) 725-4470
<http://www.c21humboldt.com>
E-mail bees41072@aol.com

College of the Redwoods

Eureka Campus

7351 Tompkins Hill Road
Eureka, CA 95501
Phone (707) 476-4100
For a catalog (707) 476-4200
Fax (707) 476-4400
<http://www.redwoods.edu>
Email enrollmentservices@redwoods.edu

Dell'Arte School of Physical Theatre

Site address: 131 H Street
Mailing address: P. O. Box 816
Blue Lake, CA 95525-0816
Phone (707) 668-5663
Fax (707) 668-5665
<http://www.dellarte.com>
Email dellarte@aol.com

Eureka City Schools Adult Education

674 Allard Avenue
Eureka, CA 95503
Phone (707) 441-2448
Fax (707) 442-1403
<http://www.eurekacityschools.org>
Email obrienk@eurekacityschools.org

Fredrick & Charles Beauty College

831 F Street
Eureka, CA 95501
Phone (707) 443-2733
Fax (707) 443-1245
Email fcbeauty@northcoast.com

H & R Block Tax Training School

1605 Myrtle Avenue
Eureka, CA 95501
Phone (707) 443-5616
Fax (707) 443-5600
<http://www.hrblock.com>

Local Training Facilities Guide

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Heartwood Institute Ltd.

220 Harmony Lane
Garberville, CA 95542
Phone (707) 923-5000
Fax (707) 923-5010
Enrollments: (877) 936-9663
<http://www.heartwoodinstitute.com>
Email hello@heartwoodinstitute.com

Northern Humboldt Union High School Adult Education

2755 McKinleyville Avenue
McKinleyville, CA 95519
Phone (707) 839-6460
Fax (707) 839-6457
<http://www.nohum.k12.ca.us>
Email myates@nohum.k12.ca.us

Humboldt County Regional Occupational Program

901 Myrtle Avenue
Eureka, CA 95501-1294
Phone (707) 445-7018
Fax (707) 445-7180
<http://www.humboldt.k12.ca.us>
Email jholcombe@humboldt.k12.ca.us

Humboldt State University

1 Harpst Street
Arcata, CA 95521
Phone (707) 826-4101
M-F 8:00 am-5:00 pm
Main Fax (707) 826-6194
<http://www.humboldt.edu/>
Email hsuinfo@laurel.humboldt.edu

Loving Hands Institute of Healing Arts

639 Eleventh Street
Fortuna, CA 95540
Phone (707) 725-9627
Fax (707) 725-2471
<http://www.lovinghandsinstitute.com>
Email skyhawk@northcoast.com

Local Unions of Humboldt County

Building & Construction Trades Council of Humboldt & Del Norte Counties

Brian Bishop
1213 5th St.
Eureka, CA 95501
Phone # (707) 443-8128
Fax # (707) 443-9238

California Nurses Association

1107 9th Street, Suite 900
Sacramento, CA 95814
Kevin Baker
Phone: (916) 446-5021
Fax: (916) 446-8880

California School Employees Assn.

1178 Gassoway Rd. Apt. 8
McKinleyville, CA 95519
Phone # (707) 839-0516
Fax# (707) 839-2324
Email: dyoung@csea.com

California State Employees Assn., SEIU 1000

840 E St., Suite 6
Eureka, CA 95501
Phone # (707) 445-0772
Fax# (707) 444-2249

Carpenters Union Local #751

840 E St., Suite 12
Eureka, CA 95501
Phone # (707) 442-4286
Fax# (707) 442-3456
www.carpenter-trng-ncal.org

Carpenter Training Committee

Mike White
800 Chadbourne Rd. Suite A
Fairfield, CA. 95434
Phone # (707) 399-2880
Fax# (707) 399-8519

Humboldt County Public Em- ployees' Assn. AFSCME Local 1684

James Smith
840 E Street, Ste. 7/Eureka, CA
Phone # (707) 443-7371
Fax# (707) 443-0819
www.AFSCME.com

International Brotherhood of Painters and Allied Trades #1037

District Council 16-Vince Echeverria
840 E St.
Eureka, CA 95501
Phone # (707) 442-5284, (916) 393-
2742, (925) 245-1080

International Longshoremens and Warehousemen's Union #14

1126 5th Street
Eureka, CA 95501
Phone # (707) 442-0490
Fax# (707) 442-8816

Laborers Local No. 139

David M. Wiseman
Labor Temple
840 E St.
Eureka, CA 95501
Phone # (707) 443-5479
Fax# 443-5479

Machinists' Local 1596

840 E St.
Eureka, CA 95501
Phone # (800) 526-1596

Operating Engineers Local No. 3

Brian Bishop
1213 5th St.
Eureka, CA 95501
Phone # (707) 443-7328
Fax# (707) 443-9238

Operative Plasterer's & Cement Masons Union Local 335

840 E St.
Eureka, CA 95501
Phone # (707) 444-8197

Plumbers and Steamfitters Local 290

Sid Berg
20210 S.W. Teton Ave.
Tualatin, OR 97062
Main Office # (503) 691-5700
Long Distance # 1-800-452-2912
Fax # (503) 691-0626
Eureka Phone # (707) 442-4680
Eureka Fax # (707) 442-4680

Redwood Empire Electrical Training Trust

William Campbell (Training Director)
Site: 1700 Corby Ave., Suite A
Santa Rosa, CA 95407
Mail : 1700 Corby Ave., Suite F
Santa Rosa, CA 95407
Local Mail: 840 E St.
Eureka, CA 95501
Phone # (707) 523-3837
Fax # (707) 523-3829
Email: rejtac@sbcglobal.net
Http://www.ibewlocal551.org
/apprentice.html

Redwood Local 49 Assn. Of Western Pulp & Paper Workers

P.O. Box 155
Samoa, CA 95564
Phone # (707) 442-2289
Union meetings held the first and
third Wednesday at 4:00 p.m. at Un-
ion Hall, 1720 Victor Blvd., Manila,
CA

Teamsters Organizing Committee

3540 South Market St.
Redding CA, 96001
Phone # 1(888)243-0042
Fax# (530)243-3115

United Food & Commercial Workers Union Local 101

Ernie Behm
840 E St., Suite 8
Eureka, CA 95501
Phone # (707) 442-1751
Fax # (707) 442-9572

United Domestic Workers of America

840 E St., Suite 15
Eureka, CA 95501
Phone # (707) 445-3115

Woodworkers Lodge

4700 Valley East Blvd.
Arcata, CA 95521
Phone # (707) 822-4663
Fax# (707) 822-4665

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: _____			
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .			
1. What job title(s) does your firm use for these duties ?		Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?		Number of Employees: _____	
b. In this occupation , how many are:		Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there; and on average, how many weekly hours do they work?			
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____	
3. In your firm, what shifts are available for this occupation ? (check all that apply)		<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:			
vacancies resulting from promotions within your firm?			
vacancies resulting from people in permanent positions leaving your firm?			
new permanent positions resulting from growth?			
temporary, on call, or seasonal positions?			
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred	
If yes or preferred , how much experience in this occupation is required/preferred?		_____ (months)	
Is experience in other occupations accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)																																																																																																			
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)																																																																																																			
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).																																																																																																				
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Less than high school diploma <input type="checkbox"/> Bachelor Degree (4 year) </div> <div> <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Graduate Study </div> <div> <input type="checkbox"/> Associate Degree (2 year) </div> </div>																																																																																																				
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?	For other compensation, please indicate the average overall earnings and types(s) of compensation.																																																																																																			
<div style="display: flex;"> <div style="flex: 1;"> <ul style="list-style-type: none"> New hires, no experience (trained or untrained): New hires who are experienced: Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p> </div> <div style="flex: 2;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Base Wage or Salary</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Other Compensation</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Type of Compensation</u></th> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td><input type="checkbox"/> Commission</td> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td><input type="checkbox"/> Tips</td> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td><input type="checkbox"/> Bonus</td> </tr> <tr> <td><input type="checkbox"/> Hour <input type="checkbox"/> Week</td> <td><input type="checkbox"/> Hour <input type="checkbox"/> Week</td> <td><input type="checkbox"/> Piece Rate</td> </tr> <tr> <td><input type="checkbox"/> Month <input type="checkbox"/> Year</td> <td><input type="checkbox"/> Month <input type="checkbox"/> Year</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td colspan="2"></td> <td>Specify _____</td> </tr> </table> </div> </div>	<u>Base Wage or Salary</u>	<u>Other Compensation</u>	<u>Type of Compensation</u>	\$ _____	\$ _____	<input type="checkbox"/> Commission	\$ _____	\$ _____	<input type="checkbox"/> Tips	\$ _____	\$ _____	<input type="checkbox"/> Bonus	<input type="checkbox"/> Hour <input type="checkbox"/> Week	<input type="checkbox"/> Hour <input type="checkbox"/> Week	<input type="checkbox"/> Piece Rate	<input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Other			Specify _____																																																																															
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13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:																																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2"><i>Employer Pays All</i></th> <th colspan="2"><i>Share Cost</i></th> <th colspan="2"><i>Employee Pays All</i></th> <th colspan="2"><i>Not Provided</i></th> </tr> <tr> <th></th> <th><i>FT</i></th> <th><i>PT</i></th> <th><i>FT</i></th> <th><i>PT</i></th> <th><i>FT</i></th> <th><i>PT</i></th> <th><i>FT</i></th> <th><i>PT</i></th> </tr> </thead> <tbody> <tr><td>Medical Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Dental Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input 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type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>			<i>Employer Pays All</i>		<i>Share Cost</i>		<i>Employee Pays All</i>		<i>Not Provided</i>			<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>	<i>FT</i>	<i>PT</i>	Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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15 a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
b. What skills are important for career advancement?	_____																																																																																																			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)																																																																																																				
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____																																																																																																				
17. What other new skills are needed to perform the duties of this occupation?																																																																																																				
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?																																																																																																				
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> EDD <input type="checkbox"/> School/program referrals <input type="checkbox"/> Private employment agencies </div> <div> <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Trade journals </div> <div> <input type="checkbox"/> Internet <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> Employee referrals <input type="checkbox"/> Other (Please specify): _____ </div> </div>																																																																																																				
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
Would you like to receive a complimentary copy of the survey results for this occupation?																																																																																																				
<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																				

THANK YOU FOR YOUR COOPERATION !

